

College Calendar

ACADEMIC YEAR 2023-2024

COLLEGE CALENDAR	
ACADEMIC YEAR	2023-2024
<i>FALL SEMESTER 2023</i>	
<i>Fall Full Semester</i>	8/14-12/3
<i>Fall First 8 Weeks</i>	8/14-10/8
<i>Fall Second 8 Weeks</i>	8/28-10/22
<i>Fall Third 8 Weeks</i>	10/9-12/3
<i>Fall Fourth 8 Weeks</i>	10/23-12/17
Welcome Back Week - Faculty	8/7-8/11
Faculty Development Day	8/9
Semester Classes Begin	8/14
Last Day to Drop First 8 Week Classes with 100% Refund	8/23
Last Day to Drop Full Semester Classes with 100% Refund	8/25
Financial Aid Freeze Date - Full Term and First 8 weeks	9/1
Financial Aid Disbursement Date-Full Term and First 8 weeks	9/15
Refunds Issued to Students	9/29
Second 8 weeks session Begins	8/28
Financial Aid Freeze Date - Second 8 Weeks	9/14
Financial Aid Disbursement Date - Second 8 Weeks	9/29
Refunds Issued to Students	10/13
Labor Day - CAMPUSES CLOSED	9/4
Last Day to Drop Second 8-week Session Classes with 100% Refund	9/7
Last Day to Withdraw from 1st 8 Week Classes	9/15

Last Day to Withdraw from Second 8-week session Classes	9/29
First 8-Week Session Ends	10/8
Third 8-week session Begins	10/9
Last Day to Drop Third 8-week Session Classes with 100% Refund	10/18
Last Day to Withdraw from Full Term Classes	10/20
Second 8-week session ends	10/22
Fall Fourth 8 Weeks Begins	10/23
Last Day to Drop Fourth 8-Week Classes for 100% Refund	11/1
Last Day to Withdraw from Third 8-week Classes	11/13
Financial Aid Freeze Date - Third 8 Weeks	10/25
Financial Aid Disbursement Date - Third 8 Weeks	11/10
Refunds Issued to Students	11/24
Financial Aid Freeze Date - Fourth 8 Weeks	11/8
Financial Aid Disbursement Date - Fourth 8 Weeks	11/24
Refunds Issued to Students	12/8
Veterans Day Observed - CAMPUSES CLOSED	11/10
Employee Development Day NO CLASSES (Faculty & Staff unavailable) CAMPUSES CLOSED	11/17
Thanksgiving Holiday - CAMPUSES CLOSED	11/23-11/24
Last Day to Withdraw from Fourth 8 Weeks	11/27
Fall Finals Week for Full Term Classes	11/29-12/1
Fall Full Semester and Third 8-week session Ends	12/3
Fourth 8-Week Session Ends	12/17
Winter Break - CAMPUSES CLOSED	12/22-1/1/2024
<i>SPRING SEMESTER 2024</i>	
<i>Spring Full Semester</i>	1/8-5/5
<i>Spring First 8 Weeks</i>	1/8-3/3
<i>Spring Second 8 Weeks</i>	1/22-3/24

<i>Spring Third 8 Weeks</i>	3/11-5/5
<i>Spring Fourth 8 Weeks</i>	3/25-5/19
Faculty Returns	1/2
Welcome Back Week - Faculty	1/2-1/5
Faculty Development Day	1/4
Semester Classes Begin	1/8
Martin Luther King Day - CAMPUSES CLOSED	1/15
Last Day to Drop First 8-Week Classes with 100% Refund	1/18
Last Day to Drop Full Semester Classes with 100% Refund	1/22
Spring Second 8 weeks begins	1/22
Financial Aid Freeze Date - Full Term and First 8 weeks	1/29
Financial Aid Disbursement Date - Full Term and First 8 Weeks	2/12
Refunds Issued to Students	2/26
Last Day to Drop Second 8-week Classes with 100% Refund	1/31
Last Day to Withdraw from 1st 8 Week Courses	2/9
President's Day Holiday Campuses Closed	2/19
Last Day to Withdraw from Second 8-Week Courses	2/23
Financial Aid Freeze Date - Second 8 Weeks	2/8
Financial Aid Disbursement Date - Second 8 Weeks	2/21
Refunds Issued to Students	3/6
First 8-Week Session Ends	3/3
Spring Break (No Classes)	3/4-3/10
Third 8-week session Begins	3/11
Financial Aid Freeze Date - Third 8 Weeks	3/27
Financial Aid Disbursement Date - Third 8 Weeks	4/12
Refunds Issued to Students	4/26
Last Day to Withdraw from Full Term Classes	3/15

Last Day to Drop Third 8-week Classes with 100% Refund	3/20
Spring Second 8 weeks Ends	3/24
Spring Fourth 8 Weeks Begins	3/25
Financial Aid Freeze Date - Fourth 8 Weeks	4/10
Financial Aid Disbursement Date - Fourth 8 Weeks	4/19
Refunds Issued to Students	5/3
Good Friday Holiday - CAMPUSES CLOSED	3/29
Last Day to Drop Fourth 8-Week Classes for 100% Refund	4/3
Last Day to Withdraw from Third 8 Week Classes	4/12
Last Day to Withdraw from Fourth 8 Week Classes	4/26
Spring Finals Week for Full Term Classes	4/29-5/3
Fourth 8-Week Session Ends and Spring Semester Ends	5/19
Graduation Ceremony	6/1
<i>SUMMER SEMESTER 2024</i>	
<i>Pre-Registration Begins</i>	
<i>Registration Begins</i>	
8 Week Session	6/3-7/28
10 Week Health Session	5/20-7/28
Health Session Begins	5/20
Memorial Day-CAMPUSES CLOSED	5/27
8 Week Session Begins	6/3
Last Day to Drop Summer 8 Week Classes with 100% Refund	6/12
Last Day to Drop Summer 10 Week Health session Classes with 100% Refund	5/31
Juneteenth Holiday - CAMPUSES CLOSED	6/19
Financial Aid Freeze Date - Summer - All Sessions	6/20
Financial Aid Disbursement Date - Summer - All Sessions	6/28

Refunds Issued to Students	7/12
Independence Day Observed - CAMPUSES CLOSED	7/4
Last Day to Withdraw from 8 Week Summer Session	7/5
Last Day to Withdraw from 10 Week Summer Health Session	6/28
Health Session and 8 Week Session Ends	7/28

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.

The Vice President of Human Resources, Organizational Effectiveness & Title IV, has been designated as the College's Title IX and employees' Section 504 Coordinator. That office is located on the Steubenville College Campus, 4000 Sunset Blvd., Steubenville, Ohio 43952 and can be reached at (740) 264-5591 x 1683 or titleIV@egcc.edu.

Inquiries regarding students with disabilities should be directed to the Disability Services office. All accessibility inquiries should be directed to access@egcc.edu phone contact number (724) 264-5591 ext. 3102

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, who is the Vice President of Human Resources, Organizational Effectiveness & Title IV at (740) 264-5591 ext. 1683 or e-mail at titleIX@egcc.edu. **If you see or hear something - say something. There are no "innocent" bystanders.**

Changes to this Catalog

Eastern Gateway Community College is committed to offering students a robust, current, and relevant curriculum. Curriculum, policies, and other matters discussed herein are subject to change at the discretion of the College. When changes need to be made, an Addendum to the Catalog will be published and posted on the website at 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

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.

Since welcoming its first 320 students in the fall of 1968, as Jefferson County Technical Institute, Eastern Gateway Community College remains steadfast in its principle that a community college must always respond to the educational, economic and social needs of those it serves. For more than 50 years, the institution has evolved from a technical college focused on workforce training, to a community college serving two campuses in four counties in the Ohio River Valley, adding a growing national online program of students in all 50 states.

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.

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 an HLC site visit in June 2018. Final branch campus status approval was awarded with the Higher Learning Commission in July 2018.

Today, the original Steubenville campus includes three buildings offering associate degrees, workforce credentials, ASPIRE programs, a library and computer lab, and modern student service facilities in The Gator Center. Additionally,

partnering with local high schools in Jefferson County, the College offers College Credit Plus, allowing students in grades 7-12 to earn college credits and degrees prior to graduating from high school.

Similarly, the Youngstown campus has grown to include two main buildings on campus which were purchased by the college in 2020. Its location in the heart of downtown Youngstown allows it to be a significant part of the city's revitalization efforts.

Recognizing the changing economics of its service area, and the significant number of its students who were displaced workers or their children, Eastern Gateway Community College established partnerships with every major labor union in Ohio to leverage "last-dollar" scholarships to its members. With the college's low cost-per-credit hour and the high number of Pell Eligible students in this demographic, Eastern Gateway Community College offers free college to union members and their families. This program has grown to include non-profit organizations and partnerships with Ohio-based employers. This is in addition to scholarships that provide free access to Eastern Gateway Community College to any high school graduate in Jefferson County, as part of its successful levy passages.

As this program gathered momentum beyond labor unions in Ohio, Eastern Gateway Community College realized the opportunity to, once again, fill a void in higher education. By implementing and scaling a robust online catalogue of degrees, the college quickly became one of the most tech-enabled online colleges in Ohio. This early innovation proved tremendously beneficial during the 2020 global COVID-19 pandemic, as the college seamlessly transitioned to 100% online course delivery.

Responding to pandemic-related job losses and academic disruption, Eastern Gateway Community College launched The Gateway Guarantee, which allowed any resident of Jefferson, Columbiana, Mahoning and Trumbull counties to attend the college for free during Summer and Fall Semesters.

Eastern Gateway Community College is proud to educate Ohio's 21st Century workforce and its commitment to ensure a quality higher education is within the reach of anyone willing to invest the time and effort in their future. Its track record of student-centered innovation will continue to break down barriers for working families to earn the degrees they need to be competitive in a fast-changing economy.

Core Values

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

Learning: We embrace lifelong learning as the key to future prosperity.

Excellence: We commit to quality and excellence in all that we do.

Affordability: We strive for the most affordable ways to earn a college education.

Diversity: We promote diversity through educational opportunities.

Opportunity: We believe educational access fosters economic opportunity.

Accreditation and Memberships

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

The Associate Degree Nursing program is approved by the Ohio Board of Nursing located at 17 S. High Street, Suite 660, Columbus, Ohio 43215-3466 (614) 466-3947. Website: (<https://nursing.ohio.gov>) Faculty belong to the National League for Nursing (NLN) which helps advance excellence in nursing education. The NLN can be contacted at The Watergate, 2600 Virginia Avenue, NY, Eighth Floor, Washington, DC 20037; 800-669-1656. The league's web address is www.nln.org. The ADN program is also a member of OADN- Organization for Associate Degree Nursing. OADN works to advance excellence in nursing education and community college pathways into registered nursing careers. 8650 Genesee Ave #214 PO Box 928380, San Diego, CA 92192-8380

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, Suite 1900, Chicago, IL 60611-2678. The Commission's web address is <http://coda.ada.org/en/accreditation>.

The Expanded Dental Auxiliary Program has been approved at the state level, by the Ohio State Dental Board (OSDB) and Pennsylvania State Dental Board (PSDB).

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) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org) To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 9355-1131h Street North #7709 Seminole, FL 33775. (727) 210-2350, www.caahep.org and to contact CoAEMSP: Committee on Accreditation on Educational Programs for the Emergency Medical Services Profession, 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; (214) 703-8445, www.coaemsp.org

The Fire Science Program is recognized by the United States Fire Administration (USFA) is a Fire and Emergency Services Higher Education Program (FESHE). U.S. Fire Administration, 16825 S. Seton Ave, Emmitsburg, MD 21727 800-238-3358.

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 200 East Randolph Street, Suite 5100 Chicago, IL 60601, (312) 235-3255 and on the web at www.cahiim.org or email at info@cahiim.org

Our Facilities

Eastern Gateway Community College has two campuses to serve you.

Steubenville Campus:

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

- D'Anniballe Hall, 172,395 sq. ft.
- Pugliese Training Center, 26,000 sq. ft./
- Regional Workforce Building, 6,880 sq. ft.
- Main Building 316 Parking spaces
- 28 classrooms

- 22 labs
- Bookstore

Youngstown Campus:

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

- Attached Parking Garage
- Humphries Hall 54,000 sq. ft.,
- Health Workforce Building 15,179 sq. ft.
- Main Building-Attached Parking Garage
- 20 classrooms
- 6 labs
- Bookstore

Other class delivery sites include:

IBEW - K.W. Gasser Training Center

626 N. Court Street
 Steubenville, OH 43952

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

Regional Workforce Building

4525 Sunset Boulevard

Steubenville, OH 43952

- 7 Labs
- 6,880 sq.ft.
- Parking Lot

Choffin Career and Technical Center

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

- Part of Youngstown City School District
- 2 Labs
- 1 classroom
- 9,000 sq. ft.
- Parking Lot

ETC: Excellence Training Center

360 W. Commerce Street

Youngstown, OH 44503-1628

- 3 Labs

- 10,300 sq. ft.
- Parking Lot

Campbell Community Literacy Workforce and Cultural Center

436 Struthers Coitsville Road

Lowellville, OH 44436

- 1 Lab
- 1 Classroom
- 1465 sq. ft.
- Parking Lot

Angels for Animals

4750 West South Range Road

Canfield, OH 44406

- 1 Lab
- 1 Classroom
- 12,000 sq. ft.
- Parking Lot

Methods of Course Delivery At Eastern Gateway

Modalities

Courses at EGCC are offered in a variety of learning modalities. Courses are currently offered in a traditional classroom setting, 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 and where 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 utilize a course management system, currently Canvas 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.through Canvas

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. This is done 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 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. Since California is not an NC-SARA member, students who reside in California can direct complaints to the California Department of Consumer Affairs.

Program Locations

Program	Steubenville Campus	Youngstown Campus	ONLINE	ONLINE with required on-site clinical or other experiential learning*
Accounting-AAB	X	X	X	
ADN Associate Degree Nursing	X	X		
Associate of Arts	X	X	X	
Associate of Science	X	X		
Associate of Science, Biological Sciences Transfer	X	X		

Associate of Individualized Study	X	X	X	
Business Management Certificate	X	X	X	
Business Management - AAB	X	X	X	
Business Management, Marketing Certificate - AAB	X	X	X	
Business Management-AAB - Finance Certificate	X	X	X	
Business Management-AAB - General Management Certificate	X	X	X	
Business Management-AAB - Human Resources Certificate	X	X	X	
Business Management-AAB IT Help Desk Certificate	X	X	X	
Business Management AAB - Entrepreneurship Certificate	X	X	X	
Business Management AAB Cannabis Certificate	X	X	X	
Business Management AAB Labor Studies Certificate	X	X	X	
Business Management AAB Programming and Development Certificate	X	X	X	
Business Management AAB Hospitality Event - Hotel and Event Management	X	X	X	
Business Management AAB Hospitality - Food and Beverage Management Certificate	X	X	X	
Business Management AAB Advertising Certificate	X	X	X	
Business Management AAB Digital and Social Media Marketing Certificate	X	X	X	
Business Management AAB Data Science Certificate	X	X	X	
Business Management AAB Cyber Security Certificate	X	X	X	
Business Management AAB EnvironmentalScience Certificate	X	X		
Central Services Technician Certificate	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 Design Mechanical Focus AAS	X			
EFDA Certificate	X			
Electrical/Electronics-AAS	X			
Electrical Trades ATS Type B	X			
Electro-Mechanical Engineering - ATS	X			
Paramedic Certification	X	X		
Environmental Science-AAS	X	X		
Fire Science- AAS			X	
Healthcare Administration- AAS	X	X	X	
Health Information Management- AAS	X	X	X	X
Health Services-AAS	X	X		
HCW to ADN - AAS	X	X		
Information Technology - ATS (Type A)	X	X	X	
Internet and Interactive Digital Media Design -AAB	X	X	X	
LPN to ADN-AAS	X	X		
Machining - AAS		Excellence Training Center		
Mechanical Engineering Technology -AAS	X			
Medical Assisting Certificate	X	X		
Medical Coding Specialist Certificate				X
Medical Imaging MRI, CT, Mammography		X		X

Medical Scribe Specialist Certificate			X	
Paralegal Certificate	X	X		X
Paralegal-AAB	X	X		X
Patient Health Navigator Certificate			X	
Police Academy Certificate	X			
Practical Nursing Certificate	X	X		
Professional Office Management - AAB	X		X	
Programmable Logic Controllers	X			
Radiologic Technology-AAS	X			
Respiratory Therapy-AAS	X			
Social Work - AAS	X	X		X
Teacher Education -AAR	X	X	X	
Teacher Education - Pre- Kindergarten Care and Education AAS		X	X	X
Veterinary Technician	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.

Outcomes for Degree Programs

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 fully develop themselves. 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 learning outcomes within the broad areas of:

1. **Communication, Written, Oral, Interpersonal**
2. **Information Literacy**
3. **Critical Thinking and Ethical Problem Solving**
4. **Intercultural Knowledge and Competence**
5. **Life Long Learning**
6. **Civic Engagement**

Communication, Written, Oral, Interpersonal Teamwork: Gen. Ed. Outcome 1:

Compose written messages, essays, and reports that are clear, logical, professional in tone, and free from grammatical errors.

Communication, Written, Oral, Interpersonal Teamwork: Gen. Ed. Outcome 2:

Deliver clear oral presentations based on logical arguments and an understanding of rhetoric that are supported by effective visual, auditory and technical tools.

Communication, Written, Oral, Interpersonal Teamwork: Gen. Ed. Outcome 3:

Apply active listening skills and respectful interpersonal communication in academic and professional settings.

Information Literacy: Gen. Ed. Outcome 4

Locate, evaluate, and cite credible information and scholarly sources by using relevant technology effectively.

Information Literacy: Gen. Ed. Outcome 5

Apply, credible, scholarly sources to support insights and suggestions in oral presentations and written projects and citing sources correctly.

Critical Thinking and Ethical Problem Solving: Gen. Ed. Outcome 6

Apply, analyze, synthesize, and evaluate information to form logical arguments, support insights and suggestions, and make insightful inferences from data.

Critical Thinking and Ethical Problem Solving: Gen. Ed. Outcome 7

Apply critical thinking, creative innovation, and both scientific and quantitative reasoning to solve problems and contribute to effective communication conversations.

Critical Thinking and Ethical Problem Solving: Gen. Ed. Outcome 8

Describe one's own moral and ethical values while demonstrating a tolerance for diverging views and ambiguity.

Critical Thinking and Ethical Problem Solving: Gen. Ed. Outcome 9

Reason and solve quantitative problems.

Intercultural Knowledge and Competence: Gen. Ed. Outcome 10

Students understand and articulate the role and impact of social processes and culture in everyday life, as measured by the demonstration of a better-than-average ability to apply learning from courses in relevant fields (such as sociology, history, political science, psychology, philosophy, and communication) to real-world situations and issues.

Intercultural Knowledge and Competence: Gen. Ed. Outcome 11

Students appreciate social and cultural diversity, as measured by the demonstration of a better-than-average ability to discuss and analyze social, cultural, and historical issues, phenomena, and events from a non-evaluative, non-biased perspective.

Life Long Learning: Gen. Ed. Outcome 12

Demonstrate significance of developing skills, values and dispositions with respect to learning, that promote interest and motivation to autonomously search for knowledge from local and global perspectives throughout life at both personal and professional levels.

Civic Engagement: Gen. Ed. Outcome 13

Demonstrate importance of developing an awareness of one's self in community that leads to acquisition of experience, knowledge, values, attitudes and abilities, that promote participation in civic interactions that are both ethical and beneficial for diverse cultural communities, at the local, national or global levels.

Programs

Transfer Options:

- Ohio Guaranteed Transfer Pathway
- Transfer Opportunities
- Transfer Assurance Guide Courses (TAGS)
- Articulation Agreements

Electives:

- General Studies Electives

Eastern Gateway Community College

Eastern Gateway Community College: Transfer Module

Eastern Gateway Community College: Transfer Module

The Ohio Transfer 36 (OT36) contains 36-40 semester hours of coursework in general education. It is a subset of general education requirements at each college or university. The first 24 semester hours must be from the five categories as **required** areas. The additional 12-16 semester hours needed to complete the OT36 can be taken from categories as listed: *Additional Hours*.

English/Oral Communication -**Minimum 3 Semester Hours****1 Course Required***Both Courses Recommended*ENG101 English Composition I (3)
ENG102 English Composition II (3)*Additional Semester Hours Recommended**1 Course Recommended*

COM101 Public Speaking (3)

Recommendations for OT36 Achievement: Composition I, Composition II, Oral Communication (9 credit hours)

Mathematics, Statistics & Formal Logic - Minimum 3**Semester Hours****1 Course Required**MTH105 - Quantitative Reasoning (3)
MTH120 College Algebra (4)
MTH121 College Trigonometry (3)
MTH220 Calculus and Analytic Geometry I (4)
MTH221 Calculus and Analytic Geometry II (4)
MTH128 Statistics (3)

Recommendations for OT36 Achievement: 1 course (3-4 credit hours)

Social Sciences**- Minimum 6 Semester Hours****2 Courses Required***Additional Hours Available*ECO101 Macroeconomics (3)
ECO102 Microeconomics (3)
GEO101 World Geography (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)

Recommendations for OT36 Achievement: 3 Social & Behavioral Sciences Courses (9 credit hours)

Natural Sciences**- Minimum 6 Semester Hours****2 Courses required**BIO114 Principles of Biology I (4)
BIO115 Principles of Biology II (4)
**BIO106 Introduction to Biological Sciences (4)
BIO203 Principles of Microbiology (4)
CHM102 General Chemistry I (4)

	CHM103 General Chemistry II (4) GEL111 Earth Science (4) GSC102 Science and the Environment (4) PHY106 College Physics I (4) PHY107 College Physics II (4)
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Recommendations for OT36 Achievement: 1 OT36 Science with Lab, 1 other OT36 Science (7-8 credit hours)

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Arts & Humanities - Minimum of 6 Semester Hours 2 Courses Required <i>Additional Hours Available</i>	<u>Humanities</u> ENG201 Introduction to Literature (3) ENG202 Survey of World Literature (3) ENG205 Women in Literature (3) ENG207 Film and Literature (3) ENG208 Short Stories (3) ENG220 Modern Poetry (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) PHI101 Introduction to Philosophy (3) PHI201 History of Philosophy: Ancient thru Modern (3)
	<u>Arts</u> ART101 Survey of Art History (3) ART104 Art History I (3) ART105 Art History II (3) MUS101 Music Appreciation (3) THE201 History of the Theatre (3)

Recommendations for OT36 Achievement: 3 Arts & Humanities Courses from two disciplines (9 credit hours)

**BIO106 approved on campus; pending online approval.

Diversity Courses
 EGCC Ohio Transfer 36 (OT36) Courses that incorporate diversity components

Arts & Humanities		Social Behavioral Sciences	
GD	ENG202 - Survey of World Literature	GD	GEO101 - World Geography
GD	ENG252 - Survey of British Literature I	DD	HIS104 - U.S. History I
GD	ENG253 - Survey of British Literature II	DD	HIS105 - U.S. History II
DD	ENG254 - American Literature: Early Period	GD	PSC102 - Comparative Politics
DD	ENG255 - American Literature: Late Period	GD GD	SOC101 - Introduction to Sociology SOC203 - Race & Minority Groups

GD	HIS101 - World Civilization I	GD	SOC205 - Social Problems
GD	HIS102 - World Civilization II		
GD	ART101 - Survey of Art History	<u>KEY</u>	
GD	ART104 - Art History I	DD:	Domestic Diversity
GD	PHI101 - Introduction to Philosophy	GD:	Global Diversity
GD	PHI201 - History of Philosophy: Ancient through Modern		
GD	MUS101 - Music Appreciation		
GD	THE201 - History of the Theatre		

English/Oral Communication - Minimum 3 Semester Hours

1 Course Required

Both Courses Recommended

Recommendations for OT36 Achievement: Composition I, Composition II, Oral Communication (9 credit hours)

- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**

Additional Semester Hours Recommended

1 Course Recommended

- COM 101 - Public Speaking **Credits: 3**

Mathematics, Statistics & Formal Logic - Minimum 3 Semester Hours

1 Course Required

Recommendations for OT36 Achievement: 1 course (3-4 credit hours)

- MTH 105 - Quantitative Reasoning **Credits: 3**
- MTH 120 - College Algebra **Credits: 4**
- MTH 121 - College Trigonometry **Credits: 3**
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4**
- MTH 221 - Calculus and Analytic Geometry II **Credits: 4**
- MTH 128 - Statistics **Credits: 3**

Social Sciences - Minimum 6 Semester Hours

2 Courses Required

Additional Hours Available

Recommendations for OT36 Achievement: 3 Social & Behavioral Sciences Courses (9 credit hours)

- ECO 101 - Macroeconomics **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- GEO 101 - World Geography **Credits: 3**
- HIS 104 - U. S. History **Credits: 3**
- HIS 105 - U. S. History **Credits: 3**
- PSC 101 - American Government **Credits: 3**
- PSC 102 - Comparative Politics **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- PSY 203 - Social Psychology **Credits: 3**
- PSY 205 - Human Growth and Development **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**

Natural Sciences - Minimum 6 Semester Hours

2 Courses required

Recommendations for OT36 Achievement: 1 OT36 Science with Lab, 1 other OT36 Science (7-8 credit hours)

**BIO 106 approved on campus; pending online approval.

- BIO 114 - Principles of Biology I **Credits: 4**
- BIO 115 - Principles of Biology II **Credits: 4**
- BIO 106 - Introduction to the Biological Sciences **Credits: 4 ****
- BIO 203 - Principles of Microbiology **Credits: 4**
- CHM 102 - General Chemistry I **Credits: 4**
- CHM 103 - General Chemistry II **Credits: 4**
- GEL 111 - Earth Science **Credits: 4**
- PHY 106 - College Physics I **Credits: 4**
- PHY 107 - College Physics II **Credits: 4**

Arts & Humanities - Minimum of 6 Semester Hours

2 Courses Required

Additional Hours Available

Recommendations for OT36 Achievement: 3 Arts & Humanities Courses from two disciplines (9 credit hours)

Humanities

- ENG 201 - Introduction to Literature **Credits: 3**
- ENG 202 - Survey of World Literature **Credits: 3**
- ENG 205 - Women in Literature **Credits: 3**
- ENG 207 - Film and Literature **Credits: 3**

- ENG 208 - Short Stories **Credits: 3**
- ENG 220 - Modern Poetry **Credits: 3**
- ENG 252 - Survey British Literature I **Credits: 3**
- ENG 253 - Survey British Literature II **Credits: 3**
- ENG 254 - American Literature I: Early Period **Credits: 3**
- ENG 255 - American Literature II: Late Period **Credits: 3**
- HIS 101 - World Civilization I **Credits: 3**
- HIS 102 - World Civilization II **Credits: 3**
- PHI 101 - Introduction to Philosophy **Credits: 3**
- PHI 201 - History of Philosophy: Ancient through Modern **Credits: 3**

Arts

- ART 101 - Survey of Art History **Credits: 3**
- ART 104 - Art History I **Credits: 3**
- ART 105 - Art History II **Credits: 3**
- MUS 101 - Music Appreciation **Credits: 3**
- THE 201 - History of the Theatre **Credits: 3**

Diversity Courses

EGCC Ohio Transfer Module Courses that incorporate diversity components

KEY

DD: Domestic Diversity

GD: Global Diversity

Arts & Humanities

- ENG 202 - Survey of World Literature **Credits: 3 GD**
- ENG 252 - Survey British Literature I **Credits: 3 GD**
- ENG 253 - Survey British Literature II **Credits: 3 GD**
- ENG 254 - American Literature I: Early Period **Credits: 3 DD**
- ENG 255 - American Literature II: Late Period **Credits: 3 DD**
- HIS 101 - World Civilization I **Credits: 3 GD**
- HIS 102 - World Civilization II **Credits: 3 GD**
- ART 101 - Survey of Art History **Credits: 3 GD**
- ART 104 - Art History I **Credits: 3 GD**
- PHI 101 - Introduction to Philosophy **Credits: 3 GD**
- PHI 201 - History of Philosophy: Ancient through Modern **Credits: 3 GD**
- MUS 101 - Music Appreciation **Credits: 3 GD**
- THE 201 - History of the Theatre **Credits: 3 GD**

Social Behavioral Sciences

- GEO 101 - World Geography **Credits: 3 GD**

- HIS 104 - U. S. History **Credits: 3 DD**
- HIS 105 - U. S. History **Credits: 3 DD**
- PSC 102 - Comparative Politics **Credits: 3 GD**
- SOC 101 - Introduction to Sociology **Credits: 3 GD**
- SOC 203 - Race and Minority Groups **Credits: 3 GD**
- SOC 205 - Social Problems **Credits: 3 GD**

Electives

GENERAL STUDIES ELECTIVES

This list of general studies electives is offered by EGCC on a recurring basis. Not all general studies electives are OT36 or TAG approved courses. All electives may not be offered every semester, and it is extremely important that the student works with an advisor to establish a sequence of courses which will

1) allow the student to complete 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

ART115 Digital Photography

ART121 Special Topics in Art

ENG201 Introduction to Literature

ENG202 Survey of World Literature

ENG205 Women in Literature

ENG207 Film & Literature

ENG208 Short Stories

ENG212 Environmental Literature

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

HIS201 African American History

MGT210 Leadership Development and
Team Building

MUS101 Music Appreciation

MUS102 Music Fundamentals

PHI101 Introduction to Philosophy

PHI201 History of Philosophy: Ancient 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

ITL101 Elementary Italian I

ITL102 Elementary Italian II

ITL201 Intermediate Italian I

ITL202 Intermediate Italian II

ASL101 Beginning American Sign
Language I

ASL102 Beginning American Sign
Language II

THE101 Introduction to Theatre

THE201 History of the Theatre

COM101 Public Speaking

COM110 Small Group Communication

COM105 Interpersonal 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

AST101 Introduction to Astronomy

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

BIO207 Zoology

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

HIS104 U.S.-Formative Period

HIS105 U.S. History - Modern Period

MGT202 Organizational Behavior

PSC101 American Government

PSC102 Comparative Politics

PSY101 General Psychology

PSY201 Child Development

PSY203 Social Psychology

PSY205 Human Growth and Development

PSY206 Adolescent Development

PSY207 Adult Development

PSY211 Abnormal Psychology

SOC101 Introduction to Sociology

SOC110 Marriage and Family

SOC111 Introduction to Social Work

SOC205 Social Problems

SWK 101 Introduction to Social Work

SWK 102 Social Welfare and Policy I

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

Arts & Humanities

- ART 101 - Survey of Art History **Credits: 3**
- ART 104 - Art History I **Credits: 3**
- ART 105 - Art History II **Credits: 3**
- ENG 201 - Introduction to Literature **Credits: 3**
- ENG 202 - Survey of World Literature **Credits: 3**
- ENG 205 - Women in Literature **Credits: 3**
- ENG 207 - Film and Literature **Credits: 3**
- ENG 208 - Short Stories **Credits: 3**
- ENG 220 - Modern Poetry **Credits: 3**
- ENG 254 - American Literature I: Early Period **Credits: 3**
- ENG 255 - American Literature II: Late Period **Credits: 3**
- HIS 101 - World Civilization I **Credits: 3**
- HIS 102 - World Civilization II **Credits: 3**
- MUS 101 - Music Appreciation **Credits: 3**
- PHI 101 - Introduction to Philosophy **Credits: 3**
- PHI 201 - History of Philosophy: Ancient through Modern **Credits: 3**
- THE 201 - History of the Theatre **Credits: 3**

Social & Behavioral Sciences

- ECO 101 - Macroeconomics **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- GEO 101 - World Geography **Credits: 3**
- HIS 104 - U. S. History **Credits: 3**
- HIS 105 - U. S. History **Credits: 3**
- PSC 101 - American Government **Credits: 3**
- PSC 102 - Comparative Politics **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- PSY 203 - Social Psychology **Credits: 3**
- PSY 205 - Human Growth and Development **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**

Natural Science

- BIO 102 - Human Anatomy and Physiology **Credits: 3**
- BIO 106 - Introduction to the Biological Sciences **Credits: 4**
- BIO 203 - Principles of Microbiology **Credits: 4**
- BIO 114 - Principles of Biology I **Credits: 4**
- BIO 115 - Principles of Biology II **Credits: 4**
- CHM 102 - General Chemistry I **Credits: 4**
- CHM 103 - General Chemistry II **Credits: 4**
- GEL 111 - Earth Science **Credits: 4**
- PHY 106 - College Physics I **Credits: 4**
- SOC 101 - Introduction to Sociology **Credits: 3**

General Studies Electives

This list of general studies electives is offered by EGCC on a recurring basis. Not all general studies electives are OT36 or TAG approved courses. All electives may not be offered every semester, and it is extremely important that the student works with an advisor to establish a sequence of courses which will 1) allow the student to complete 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.

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

Arts and Humanities

- ART 101 - Survey of Art History **Credits: 3**
- ART 102 - Beginning Drawing **Credits: 3**
- ART 103 - Beginning Opaque Water Media **Credits: 3**
- ART 104 - Art History I **Credits: 3**
- ART 105 - Art History II **Credits: 3**
- ART 107 - Photography **Credits: 3**

- ART 108 - Design Foundations **Credits: 3**
- ART 115 - Digital Photography **Credits: 3**
- ENG 201 - Introduction to Literature **Credits: 3**
- ENG 202 - Survey of World Literature **Credits: 3**
- ENG 205 - Women in Literature **Credits: 3**
- ENG 207 - Film and Literature **Credits: 3**
- ENG 208 - Short Stories **Credits: 3**
- ENG 212 - Environmental Literature **Credits: 3**
- ENG 220 - Modern Poetry **Credits: 3**
- ENG 252 - Survey British Literature I **Credits: 3**
- ENG 253 - Survey British Literature II **Credits: 3**
- ENG 254 - American Literature I: Early Period **Credits: 3**
- ENG 255 - American Literature II: Late Period **Credits: 3**
- HIS 101 - World Civilization I **Credits: 3**
- HIS 102 - World Civilization II **Credits: 3**
- HIS 201 - African-American History **Credits: 3**
- MGT 210 - Leadership Development and Team Building **Credits: 3**
- MUS 101 - Music Appreciation **Credits: 3**
- MUS 102 - Music Fundamentals **Credits: 3**
- PHI 101 - Introduction to Philosophy **Credits: 3**
- PHI 201 - History of Philosophy: Ancient through Modern **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- SPA 101 - Elementary Spanish I **Credits: 4**
- SPA 102 - Elementary Spanish II **Credits: 4**
- SPA 201 - Intermediate Spanish I **Credits: 4**
- SPA 202 - Intermediate Spanish II **Credits: 4**
- ITL 101 - Elementary Italian I **Credits: 4**
- ITL 102 - Elementary Italian II **Credits: 4**
- ITL 201 - Intermediate Italian **Credits: 4**
- ITL 202 - Intermediate Italian II **Credits: 4**
- ASL 101 - Beginning American Sign Language I **Credits: 3**
- ASL 102 - Beginning American Sign Language II **Credits: 3**
- THE 101 - Introduction to the Theatre **Credits: 3**
- THE 201 - History of the Theatre **Credits: 3**
- COM 101 - Public Speaking **Credits: 3**
- COM 110 - Conference and Group Discussion **Credits: 3**
- COM 105 - Interpersonal Communications **Credits: 3**
- EDU 210 - Children's Literature **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- ENG 104 - Technical and Professional Writing **Credits: 3**
- ENG 151 - Creative Writing **Credits: 3**

Mathematics, Statistics, and Logic

- MTH 105 - Quantitative Reasoning **Credits: 3**

- MTH 120 - College Algebra **Credits: 4**
- MTH 121 - College Trigonometry **Credits: 3**
- MTH 128 - Statistics **Credits: 3**
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4**
- MTH 221 - Calculus and Analytic Geometry II **Credits: 4**

Natural Sciences

- AST 101 - Introduction to Astronomy **Credits: 4**
- BIO 102 - Human Anatomy and Physiology **Credits: 3**
- BIO 103 - Nutrition **Credits: 3**
- BIO 106 - Introduction to the Biological Sciences **Credits: 4**
- BIO 114 - Principles of Biology I **Credits: 4**
- BIO 115 - Principles of Biology II **Credits: 4**
- BIO 200 - Principles of Pharmacology **Credits: 3**
- BIO 203 - Principles of Microbiology **Credits: 4**
- BIO 204 - Ecology **Credits: 4**
- BIO 205 - Genetics **Credits: 4**
- BIO 207 - Zoology **Credits: 4**
- CHM 101 - Introduction to Chemistry **Credits: 4**
- CHM 102 - General Chemistry I **Credits: 4**
- CHM 103 - General Chemistry II **Credits: 4**
- CHM 201 - Organic Chemistry **Credits: 4**
- GEL 101 - Introduction to Geology **Credits: 4**
- GEL 111 - Earth Science **Credits: 4**
- PHY 106 - College Physics I **Credits: 4**
- PHY 107 - College Physics II **Credits: 4**
- PHY 126 - Science/Engineering Physics I **Credits: 4**
- PHY 127 - Science/Engineering Physics II **Credits: 4**

Social and Behavioral Sciences

- ANT 102 - Cultural Anthropology **Credits: 3**
- ECO 101 - Macroeconomics **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- EDU 200 - Foundations of Education **Credits: 3**
- EDU 219 - Characteristics of Exceptional Children **Credits: 3**
- EDU 220 - Educational Psychology **Credits: 3**
- GEO 101 - World Geography **Credits: 3**
- GEO 102 - Physical Geography **Credits: 3**
- GEO 201 - Human/Cultural Geography **Credits: 3**
- HIS 104 - U. S. History **Credits: 3**
- HIS 105 - U. S. History **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3**
- PSC 101 - American Government **Credits: 3**
- PSC 102 - Comparative Politics **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**

- PSY 201 - Child Development Credits: 3
- PSY 203 - Social Psychology Credits: 3
- PSY 205 - Human Growth and Development Credits: 3
- SOC 101 - Introduction to Sociology Credits: 3
- SOC 110 - Sociology of Marriage and Family Credits: 3
- SOC 203 - Race and Minority Groups Credits: 3
- SOC 205 - Social Problems Credits: 3
- SWK 101 - Introduction to Social Work Credits: 3
- SWK 102 - Social Welfare and Policy I Credits: 3

School of Arts, Humanities and Social Sciences

Ohio Guaranteed Transfer Pathway, Associate of Arts

Associate of Arts, AA

The Associate of Arts degree at Eastern Gateway Community College requires a minimum of 60 semester hours. This degree provides a solid liberal arts and sciences education base and is flexible enough to permit the creation of a program to fulfill personal study desires. The 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 (OT36) requirements.

This degree fulfills the general education requirements for most four-year colleges, and with the correct selection of OT36 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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher

	<u>Chromebooks are not recommended</u>
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Semester I

- CSS 106 - Succeeding in College **Credits: 1 ▲**
- COM 101 - Public Speaking **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ●**
- PSY 101 - General Psychology **Credits: 3 ▲**
- Elective or Foreign Language **Credits: 3 or 4 ▲ ***

Total Semester I Credit Hours: 13-14

Semester II

- ENG 102 - English Composition II **Credits: 3 ▲**
- OT36 Math **Credits: 3 or 4 ▲**
- OT36 Science w/Lab **Credits: 4 ▲**
- Elective **Credits: 3 ▲**
- Elective or Foreign Language **Credits: 3 or 4 ▲ ***

Total Semester II Credit Hours: 16-18

Semester III

- SOC 101 - Introduction to Sociology **Credits: 3 ▲**
- OT36 Arts & Humanities **Credits: 3 ▲**
- OT36 Arts & Humanities **Credits: 3 ▲**
- OT36 Science **Credits: 4 ▲**
- Elective **Credits: 3 ▲**

Total Semester III Credit Hours: 16

Semester IV

- Diversity Elective **Credits: 3 ▲**
- Elective **Credits: 3 ▲**
- Elective **Credits: 3 ▲**
- OT36 Arts & Humanities **Credits: 3 ▲**

- OT36 Social Behavioral Science **Credits: 3 ▲**

Total Semester IV Credit Hours: 15

Total Credits: 60-63

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

* Foreign Language is strongly recommended if one is interested in transferring to a Bachelor of Arts degree program.

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

- A grade of C or better is required to move to an additional English course in this program.

Business, AA

Semester I

- ENG 101 - English Composition I **Credits: 3 ● ***
- COM 101 - Public Speaking **Credits: 3**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ACC 111 - Financial Accounting I **Credits: 3**
- BUS 101 - Introduction to Business **Credits: 3**
- CSS 106 - Succeeding in College **Credits: 1**

Total Semester I Credit Hours: 16

Semester II

- MTH 220 - Calculus and Analytic Geometry I **Credits: 4 *¹**
- ECO 101 - Macroeconomics **Credits: 3 ***
- ENG 103 - Business Communications **Credits: 3**
- OT36 Social and Behavioral Sciences Elective **Credits: 3²**
- ENG 102 - English Composition II **Credits: 3**

Total Semester II Credit Hours: 16

Semester III

- ECO 102 - Microeconomics **Credits: 3 ***
- ACC 121 - Managerial Accounting **Credits: 3**

- BUS 201 - Principles of Marketing **Credits: 3**
- OT36 Arts and Humanities Elective **Credits: 3 + ²**
- OT36 Natural Sciences Elective **Credits: 4**

Total Semester III Credit Hours: 16

Semester IV

- MTH 128 - Statistics **Credits: 3**
- BUS 203 - Business Law I **Credits: 3**
- MGT 201 - Principles of Management **Credits: 3**
- OT36 Natural Sciences Elective with Lab **Credits: 4**
- OT36 Arts and Humanities Elective **Credits: 3 + ²**

Total Semester IV Credit Hours: 16

Total Credits: 64

OGTP Business Advising Notes:

Where it indicates "Any OT36 approved," students should work closely with their advisors.

(*) indicates that the course simultaneously satisfies general education and business core requirements.

(+) indicates that the courses chosen should be from two different areas within that category.

¹ A prerequisite of MTH 220 - Calculus and Analytic Geometry I or MTH 121 - College Trigonometry may be needed for a student to reach Calculus I (TMM005) or Business Calculus (TMM013). Students intending to pursue a Bachelor of Science in Economics should take Calculus I (TMM005).

² It is recommended that an Arts and Humanities or Social and Behavioral Sciences course is also a diversity course.

- A grade of C or better is required to move to an additional English course in this program.

Economics, AA

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ENG 101 - English Composition I **Credits: 3 •**
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4 ¹**
- ECO 101 - Macroeconomics **Credits: 3**
- ASL 101 - Beginning American Sign Language I **Credits: 3**
OR
- SPA 101 - Elementary Spanish I **Credits: 4**

Total Semester I Credit Hours: 14-15

Semester II

- ECO 102 - Microeconomics **Credits: 3** + ²
- ENG 102 - English Composition II **Credits: 3**
- MTH 221 - Calculus and Analytic Geometry II **Credits: 4**
- OT36 Natural Sciences Elective **Credits: 4**
- ASL 102 - Beginning American Sign Language II **Credits: 3**
OR
- SPA 102 - Elementary Spanish II **Credits: 4**

Total Semester II Credit Hours: 17-18

Semester III

- COM 101 - Public Speaking **Credits: 3** ⁴
- HIS 101 - World Civilization I **Credits: 3** +
- SOC 205 - Social Problems **Credits: 3** +
- MTH 128 - Statistics **Credits: 3**
- OT36 Natural Sciences Elective **Credits: 4** ³

Total Semester III Credit Hours: 16

Semester IV

- PSC 101 - American Government **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- BUS 203 - Business Law I **Credits: 3**
- ART 101 - Survey of Art History **Credits: 3** +
- ENG 103 - Business Communications **Credits: 3**

Total Semester IV Credit Hours: 15

Total Credits: 62-64

OGTP Economics Advising Notes:

Where it indicates "Any OT36 approved," students should work closely with their advisors.

(+) indicates that the courses chosen should be from two different areas within that category.

¹ A prerequisite of MTH 220 - Calculus and Analytic Geometry I or MTH 121 - College Trigonometry may be needed for a student to reach Calculus I (TMM005) or Business Calculus (TMM013). Students intending to pursue a Bachelor of Science in Economics should take Calculus 1 (TMM005).

² Principles of Microeconomics (OSS004) also counts toward pre-major/beginning major requirements.

³ Only one natural sciences lab is required. In some cases, taking one Biological Science and one Physical Science is preferred. Check with your receiving institution.

⁴ One recommended course is OT36 approved Oral Communication.

- A grade of C or better is required to move to an additional English course in this program.

Psychology, AA

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ENG 101 - English Composition I **Credits: 3** •
- MTH 128 - Statistics **Credits: 3** ¹
- COM 101 - Public Speaking **Credits: 3**
- PSY 101 - General Psychology **Credits: 3** + ²

- ASL 101 - Beginning American Sign Language I **Credits: 3**
OR
- SPA 101 - Elementary Spanish I **Credits: 4**

Total Semester I Credit Hours: 16-17

Semester II

- SOC 101 - Introduction to Sociology **Credits: 3** +
- ENG 102 - English Composition II **Credits: 3**
- PSY 201 - Child Development **Credits: 3**
- ASL 102 - Beginning American Sign Language II **Credits: 3**
OR
- SPA 102 - Elementary Spanish II **Credits: 4**

Total Semester II Credit Hours: 16-17

Semester III

- COM 105 - Interpersonal Communications **Credits: 3**
- PSY 203 - Social Psychology **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**
- PSC 101 - American Government **Credits: 3** ⁴
- OT36 Natural Sciences Elective **Credits: 4** ³

Total Semester III Credit Hours: 16

Semester IV

- PSY 211 - Abnormal Psychology **Credits: 3**
- HIS 101 - World Civilization I **Credits: 3 +**
- ART 101 - Survey of Art History **Credits: 3 +**
- PSY 205 - Human Growth and Development **Credits: 3**
- PHI 202 - Ethics **Credits: 3**

Total Semester IV Credit Hours: 15

Total Credits: 63-65

OGTP Psychology Advising Notes:

Where it indicates "Any OT36 approved," students should work closely with their advisors.

(+) indicates that the courses chosen should be from two different areas within that category.

¹ Please note that some institutions may require College Algebra (TMM001). Check with your receiving institution.

² Introduction to Psychology (OSS015) also counts toward pre-major/beginning major requirements.

³ Only one natural sciences lab is required. In some cases, taking one Biological Science and one Physical Science is preferred. Check with your receiving institution.

⁴ One recommended course is OT36 approved Oral Communication.

- A grade of C or better is required to move to an additional English course in this program.

Special Notes:

Students with plans of pursuing a pre-professional track such as pre-medicine or graduate studies in the future should work closely with their academic advisor and receiving institution starting in the first year of their program in order to adequately prepare themselves for those types of tracks.

Social Work/Social Services/Human Services, AA

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ENG 101 - English Composition I **Credits: 3** •
- MTH 128 - Statistics **Credits: 3** ¹
- COM 101 - Public Speaking **Credits: 3** ³
- SOC 101 - Introduction to Sociology **Credits: 3 +**

- ASL 101 - Beginning American Sign Language I **Credits: 3**
OR
- SPA 101 - Elementary Spanish I **Credits: 4**

Total Semester I Credit Hours: 16-17

Semester II

- PSY 101 - General Psychology **Credits: 3 +**
- ENG 102 - English Composition II **Credits: 3**
- SWK 101 - Introduction to Social Work **Credits: 3**
- PSC 101 - American Government **Credits: 3**

- ASL 102 - Beginning American Sign Language II **Credits: 3**
OR
- SPA 102 - Elementary Spanish II **Credits: 4**

Total Semester II Credit Hours: 15-16

Semester III

- HIS 101 - World Civilization I **Credits: 3 +**
- PSY 203 - Social Psychology **Credits: 3³**
- SWK 102 - Social Welfare and Policy I **Credits: 3**
- SOC 110 - Sociology of Marriage and Family **Credits: 3**
- OT36 Natural Sciences Elective **Credits: 4**

Total Semester III Credit Hours: 16

Semester IV

- SOC 205 - Social Problems **Credits: 3**
- ART 101 - Survey of Art History **Credits: 3 +**
- PSY 205 - Human Growth and Development **Credits: 3**
OR
- PSY 211 - Abnormal Psychology **Credits: 3**
- HIS 102 - World Civilization II **Credits: 3³**
- OT36 Natural Sciences Elective **Credits: 4²**

Total Semester IV Credit Hours: 16

Total Credits: 63-65

OGTP SW/SS/HS Advising Notes:

Where it indicates "Any OT36 approved," students should work closely with their advisors.

(+) indicates that the courses chosen should be from two different areas within that category.

¹ Some institutions may accept Quantitative Reasoning (TMM011). Check with your academic advisor and your receiving institution to determine an appropriate mathematics course.

² Some Universities may require a course in Human Biology.

³ Specific courses may be recommended depending on the receiving institution. Please work with your academic advisor and your receiving institution to determine an appropriate program of study.

There may be additional requirements for admission to specific universities including volunteer hours and credit bearing experiences. Check with your receiving institution (university) for details on program admission requirements and specific advising details.

- A grade of C or better is required to move to an additional English course in this program.

All students must take the pre-requisites that exist for any social work course as stated in the catalog. Any pre-requisites must be completed with a C or better in order to take the next social work course in the sequence. The student may not take the next social work course until the student receives a C or better in that particular course.

Sociology, AA

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ENG 101 - English Composition I **Credits: 3** •
- MTH 128 - Statistics **Credits: 3** ¹
- COM 101 - Public Speaking **Credits: 3** ⁴
- SOC 101 - Introduction to Sociology **Credits: 3** + ²

- ASL 101 - Beginning American Sign Language I **Credits: 3**
OR
- SPA 101 - Elementary Spanish I **Credits: 4**

Total Semester I Credit Hours: 16-17

Semester II

- PSY 101 - General Psychology **Credits: 3** +
- ENG 102 - English Composition II **Credits: 3**
- HIS 101 - World Civilization I **Credits: 3** +
- OT36 Natural Sciences Elective **Credits: 4** ³

- ASL 102 - Beginning American Sign Language II **Credits: 3**
OR
- SPA 102 - Elementary Spanish II **Credits: 4**

Total Semester II Credit Hours: 16-17

Semester III

- ECO 101 - Macroeconomics **Credits: 3**
- PSY 203 - Social Psychology **Credits: 3** ⁴
- SOC 110 - Sociology of Marriage and Family **Credits: 3**

- SOC 203 - Race and Minority Groups **Credits: 3**
- OT36 Natural Sciences Elective **Credits: 4**³

Total Semester III Credit Hours: 16

Semester IV

- SOC 205 - Social Problems **Credits: 3**
- ART 101 - Survey of Art History **Credits: 3 +**
- PSY 205 - Human Growth and Development **Credits: 3**⁴
- PHI 202 - Ethics **Credits: 3**

Total Semester IV Credit Hours: 12

Total Credits: 60-62

OGTP Sociology Advising Notes:

Where it indicates "Any OT36 approved," students should work closely with their advisors.

(+) indicates that the courses chosen should be from two different areas within that category.

¹ Please note that some receiving institutions may require College Algebra (TMM001). Check with your receiving institution.

² Introduction to Sociology (OSS021) also counts toward pre-major/beginning major requirements.

³ Only one natural sciences lab is required. In some cases, taking one Biological Science and one Physical Science is preferred. Check with your receiving institution.

⁴ One recommended course is OT36 approved Oral Communication.

- A grade of C or better is required to move to an additional English course in this program.

Associate of Individualized Study

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- Related to Course Work **Credits: 6 ▲**
- ENG 101 - English Composition I **Credits: 3 ●**
- AST 101 - Introduction to Astronomy **Credits: 4**

Total Semester I Credit Hours: 14

Semester II

- Related to Course Work **Credits: 6 ▲**
- MTH 120 - College Algebra **Credits: 4**
- ENG 102 - English Composition II **Credits: 3**
- Social Science Elective **Credits: 3**

Total Semester II Credit Hours: 16

Semester III

- Area of Concentration **Credits: 12 ▲**
- Humanities Elective **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**

Total Semester III Credit Hours: 18

Semester IV

- Area of Concentration **Credits: 9 ▲**
- COM 101 - Public Speaking **Credits: 3**
- CIS 101 - Personal Computer Applications **Credits: 3**

Total Semester IV Credit Hours: 15

Total Credits: 63

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

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

- A grade of C or better is required to move to an additional English course in this program.

Paralegal

Paralegal Certificate

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. The paralegal certificate is an option that exists for those who do not want an associate's degree at this time but may pursue the degree at a later time. Therefore, a student can pursue the certificate if they already have a degree, or just work toward the certificate without pursuing the degree.

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- ENG 101 - English Composition I **Credits: 3**
- PLG 101 - Introduction to Paralegal Studies and Ethics **Credits: 3 ▲**

- PLG 105 - Litigation/Civil Procedure Credits: 3 ▲
- PLG 102 - Legal Research and Writing I Credits: 3 ▲
- CIS 101 - Personal Computer Applications Credits: 3
- PLG 201 - Real Property/Real Estate Law Credits: 3 ▲

Total Semester I Credit Hours: 18

Semester II

- PLG 103 - Legal Research and Writing II Credits: 3 ▲
- PLG 203 - Torts Credits: 3 ▲
- PLG 205 - Contracts Credits: 3 ▲
- PLG 210 - Criminal Law Credits: 3 ▲
- PLG 212 - Estate Law Credits: 3 ▲
- PLG 215 - Family Law Credits: 3 ▲

Total Semester II Credit Hours: 18

Total Credits: 36

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

Paralegal, AAB

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. The paralegal certificate is an option that exists for those who do not want an associate's degree at this time but may pursue the degree at a later time. Therefore, a student can pursue the certificate if they already have a degree, or just work toward the certificate without pursuing the degree.

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- PSC 101 - American Government **Credits: 3**
- ENG 101 - English Composition I **Credits: 3** ●
- CIS 101 - Personal Computer Applications **Credits: 3**
- MTH 128 - Statistics **Credits: 3** ▲
- PLG 101 - Introduction to Paralegal Studies and Ethics **Credits: 3** ▲

Total Semester I Credit Hours: 16

Semester II

- BUS 203 - Business Law I **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 201 - Principles of Management **Credits: 3**
- PLG 207 - Law Office Technology **Credits: 3** ▲
- SOC 205 - Social Problems **Credits: 3**
- PLG 102 - Legal Research and Writing I **Credits: 3** ▲

Total Semester II Credit Hours: 18

Semester III

- PLG 103 - Legal Research and Writing II Credits: 3 ▲
- PLG 105 - Litigation/Civil Procedure Credits: 3 ▲
- PLG 201 - Real Property/Real Estate Law Credits: 3 ▲
- PLG 210 - Criminal Law Credits: 3 ▲
- PLG 215 - Family Law Credits: 3 ▲

Total Semester III Credit Hours: 15

Semester IV

- COM 101 - Public Speaking Credits: 3
- PLG 203 - Torts Credits: 3 ▲
- PLG 205 - Contracts Credits: 3 ▲
- PLG 212 - Estate Law Credits: 3 ▲
- PLG 250 - Paralegal Practicum Credits: 2 ▲

Total Semester IV Credit Hours: 14

Total Credits: 63

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

- A grade of C or better is required to move to an additional English course in this program.

Social Work

Social Work Criminal Justice Certificate of Completion AAS

Semester I

- CSS 106 - Succeeding in College Credits: 1
- SOC 101 - Introduction to Sociology Credits: 3
- PSY 101 - General Psychology Credits: 3
- ENG 101 - English Composition I Credits: 3
A grade of C or better is required to move to an additional English course in this program
- SWK 101 - Introduction to Social Work Credits: 3
- SWK 102 - Social Welfare and Policy I Credits: 3

Total Semester I Credit Hours: 16

Semester II

- ENG 102 - English Composition II **Credits: 3**
- SWK 103 - Social Work and Deviant Behavior **Credits: 3**
- SWK 203 - Social Welfare and Policy II **Credits: 3**
- CJT 101 - Introduction: Criminal Justice **Credits: 3**
- ECO 101 - Macroeconomics **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- SWK 208 - Generalist Practice I **Credits: 3**
- SWK 206 - Human Behavior and the Social Environment I **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- SWK 204 - Social Work Research **Credits: 3**
- SOC 203 - Race and Minority Groups **Credits: 3**
- MTH 128 - Statistics **Credits: 3**

Total Semester III Credit Hours: 18

Semester IV

- COR 204 - Community-Based Corrections **Credits: 3**
- COR 203 - Criminology **Credits: 3**
- COR 205 - Juvenile Delinquency **Credits: 3**
- SWK 207 - Human Behavior and the Social Environment II **Credits: 3**
- SWK 209 - Social Work Practicum **Credits: 3**

Total Semester IV Credit Hours: 15

Total Credits 64

All students must take the pre-requisites that exist for any social work course as stated in the catalog. Any pre-requisites must be completed with a C or better in order to take the next social work course in the sequence. The student may not take the next social work course until the student receives a C or better in that particular course.

- Students must obtain a letter grade of a C or better in all courses to progress toward graduation/certification.
- ENG101 - A grade of C or better is required to move to an additional English course in this program

Social Work Medical Social Work Certification of Completion
AAS

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- SOC 101 - Introduction to Sociology **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
A grade of C or Better is required to move to an additional English course in this program
- SWK 101 - Introduction to Social Work **Credits: 3**
- SWK 102 - Social Welfare and Policy I **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ENG 102 - English Composition II **Credits: 3**
- SWK 203 - Social Welfare and Policy II **Credits: 3**
- SWK 103 - Social Work and Deviant Behavior **Credits: 3**
- SWK 105 - Introduction to Medical Social Work **Credits: 3 Credits**
- SOC 104 - Sociology of Aging **Credits: 3 Credits**

Total Semester II Credit Hours: 15

Semester III

- SWK 208 - Generalist Practice I **Credits: 3**
- SWK 206 - Human Behavior and the Social Environment I **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- SWK 204 - Social Work Research **Credits: 3**
- SOC 203 - Race and Minority Groups **Credits: 3**
- MTH 128 - Statistics **Credits: 3**

Total Semester III Credit Hours: 18

Semester IV

- PSY 211 - Abnormal Psychology **Credits: 3**
- SWK 205 - Social Work with the Elderly **Credits: 3 ▲**
- SWK 202 - Death, Dying and Bereavement **Credits: 3 Credits**
- SWK 207 - Human Behavior and the Social Environment II **Credits: 3**
- SWK 209 - Social Work Practicum **Credits: 3**

Total Semester IV Credit Hours: 15

Total Credits: 64

- All students must take the pre-requisites that exist for any social work course as stated in the catalog. Any pre-requisites must be completed with a C or better in order to take the next social work course in the sequence. The student may not take the next social work course until the student receives a C or better in that particular course.
- Students must obtain a letter grade of a C or better in all courses to progress toward graduation/certification.
- ENG101 - A grade of C or better is required to move to an additional English course in this program

Social Work Mental Health Certificate of Completion AAS

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- SOC 101 - Introduction to Sociology **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- ENG 101 - English Composition I **Credits: 3** •
- SWK 101 - Introduction to Social Work **Credits: 3**
- SWK 102 - Social Welfare and Policy I **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ENG 102 - English Composition II **Credits: 3**
- SWK 103 - Social Work and Deviant Behavior **Credits: 3**
- SWK 203 - Social Welfare and Policy II **Credits: 3**
- SWK 104 - Introduction to Mental Health **Credits: 3 Credits**
- ECO 101 - Macroeconomics **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- SWK 208 - Generalist Practice I **Credits: 3**
- SWK 206 - Human Behavior and the Social Environment I **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- SWK 204 - Social Work Research **Credits: 3**
- SOC 203 - Race and Minority Groups **Credits: 3**
- MTH 128 - Statistics **Credits: 3**

Total Semester III 18 Credit Hours

Semester IV

- PSY 211 - Abnormal Psychology **Credits: 3**

- SWK 210 - General Practice II **Credits: 3 Credits**
- COR 205 - Juvenile Delinquency **Credits: 3**
- SWK 207 - Human Behavior and the Social Environment II **Credits: 3**
- SWK 209 - Social Work Practicum **Credits: 3**

Total Semester IV Credit Hours 15

Total Credits: 64

All students must take the pre-requisites that exist for any social work course as stated in the catalog. Any pre-requisites must be completed with a C or better in order to take the next social work course in the sequence. The student may not take the next social work course until the student receives a C or better in that particular course.

Students must obtain a letter grade of C or better in all course to progress toward graduation/certification

- A grade of C or better to move to an additional English course in this program.

Social Work Social Work and Addiction Disorders Certificate of Completion AAS

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- SOC 101 - Introduction to Sociology **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
A grade of C or better is required to move to an additional English course in this program
- SWK 101 - Introduction to Social Work **Credits: 3**
- SWK 102 - Social Welfare and Policy I **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ENG 102 - English Composition II **Credits: 3**
- SWK 103 - Social Work and Deviant Behavior **Credits: 3**
- SWK 203 - Social Welfare and Policy II **Credits: 3**
- SOC 105 - Sociology of Addiction **Credits: 3 Credits**
- ECO 101 - Macroeconomics **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- SWK 208 - Generalist Practice I **Credits: 3**
- SWK 206 - Human Behavior and the Social Environment I **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- SWK 204 - Social Work Research **Credits: 3**
- SOC 203 - Race and Minority Groups **Credits: 3**
- MTH 128 - Statistics **Credits: 3**

Total Semester III Credit Hours: 18

Semester IV

- PSY 211 - Abnormal Psychology **Credits: 3**
- SWK 207 - Human Behavior and the Social Environment II **Credits: 3**
- SWK 209 - Social Work Practicum **Credits: 3**
- SWK 210 - General Practice II **Credits: 3 Credits**
- SWK 201 - Substance Abuse and Sociological/Psychological Disorders **Credits: 3 Credits**

Total Semester IV Credit Hours: 15

Total Credits: 64

- All students must take the pre-requisites that exist for any social work course as stated in the catalog. Any pre-requisites must be completed with a C or better in order to take the next social work course in the sequence. The student may not take the next social work course until the student receives a C or better in that particular course.
- Students must obtain a letter grade of a C or better in all courses to progress toward graduation/certification.
- ENG101 - A grade of C or better is required to move to an additional English course in this program.

Social Work, AAS

The Associate of Applied Science Degree in Social Work prepares students for the social work profession. The curriculum is designed to provide the educational background necessary to enable students to pursue further social work education earning a bachelor's degree in Social Work, or the graduate may stop with an associate degree assisting Licensed Social Workers. Students who graduate with an Associate of Applied Science Degree in Social Work may work as social work assistants, depending on state criteria and requirements. The curriculum at EGCC for social work is similar to the first two years of institutions offering a Bachelor of Science or Arts degree curriculum for social work in many colleges and/or universities. Social Workers typically work with children, adults, families, correction facilities, probation departments, mental health facilities and many other social service-type agencies. One is not a social worker with only an associate degree, but one may assist social workers who are involved in assessment, referral, initial screening, helping with case management, outreach, prevention services and community programs or development. Some states allow people with an associate degree to get registered in the state as social work assistants. Ohio allows for registered social work assistants.

Program Goals or Outcomes:

- Understand the influence of culture, family, religion, social class and government on individuals and society.

- Prepare students into an early introduction to generalist social work practice.
- Understand the influence of society and government on social work policy.
- Learn to respect the dignity of a person from all cultural backgrounds.
- Understand the historical development of the social work profession up to current times.
- To gain practical experience in a social service agency by completing 200 clock hours of internship work during the student's last semester of coursework.

Program Requirements:

- Complete and turn in current FBI background check and drug testing results to the program chair of social work.
 - Students who have been convicted of a felony offense shall not be allowed to enroll in the practicum.
- Complete field internship hours
 - Students will complete 200 field internship hours during a 16-week practicum in a social service setting and receive supervision from an individual with a bachelor's degree or master's degree in social work or a closely related field. The supervisor will sign all forms related to the completion of hours. A weekly report of completed hours will be turned in to the professor of the course each week with the signature of the supervisor at the agency and intern's signature. Practicum professors will turn in all the reports to the social work program chair at the end of the practicum. These will be kept on file.

Social Work	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- SOC 101 - Introduction to Sociology **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- ENG 101 - English Composition I **Credits: 3** •
- SWK 101 - Introduction to Social Work **Credits: 3**
- SWK 102 - Social Welfare and Policy I **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ENG 102 - English Composition II **Credits: 3**
- SWK 203 - Social Welfare and Policy II **Credits: 3**
- SWK 103 - Social Work and Deviant Behavior **Credits: 3**
- SOC 110 - Sociology of Marriage and Family **Credits: 3**
- ECO 101 - Macroeconomics **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- SWK 208 - Generalist Practice I **Credits: 3**
- SWK 206 - Human Behavior and the Social Environment I **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- SWK 204 - Social Work Research **Credits: 3**
- SOC 203 - Race and Minority Groups **Credits: 3**
- MTH 128 - Statistics **Credits: 3**

Total Semester III Credit Hours: 18

Semester IV

- PSY 211 - Abnormal Psychology **Credits: 3**
- SWK 205 - Social Work With the Elderly **Credits: 3**
- COR 205 - Juvenile Delinquency **Credits: 3**
- SWK 207 - Human Behavior and the Social Environment II **Credits: 3**
- SWK 209 - Social Work Practicum **Credits: 3**

Total Semester IV Credit Hours: 15

Total Credits: 64

All students must take the pre-requisites that exist for any social work course as stated in the catalog. Any pre-requisites must be completed with a C or better in order to take the next social work course in the sequence. The student may not take the next social work course until the student receives a C or better in that particular course.

Students must obtain a letter grade of a C or better in all courses to progress toward graduation/certification.

- A grade of C or better is required to move to an additional English course in this program.

School of Business and Leadership

Accounting

Accounting and Bookkeeping Certificate

Semester I

- ACC 111 - Financial Accounting I Credits: 3
- CIS 101 - Personal Computer Applications Credits: 3
- ACC 204 - Tax Accounting Credits: 4
- CSS 106 - Succeeding in College Credits: 1
- MTH 128 - Statistics Credits: 3
- ENG 101 - English Composition I Credits: 3

Semester 1 total credits 17

Semester II

- ACC 112 - Financial Accounting II Credits: 4
- ACC 121 - Managerial Accounting Credits: 3
- ACC 125 - Payroll Accounting Credits: 3
- ACC 215 - Computerized Accounting Credits: 3
- CIS 222 - Spreadsheet Concepts Credits: 3

Semester II total credits 16

Total Credit Hours: 33

Accounting, AAB

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:

- I. Synthesize financial and other accounting information by preparing financial statements that fairly reflect economic events.
- II. Apply an appropriate Code of Professional Conduct to resolve ethical conflicts.

- III. Demonstrate the use of personal and professional information technology applications in the accounting environment.
- IV. Develop well-organized, concise, and grammatically correct written reports that represent accounting information for the appropriate audience.
- V. Demonstrate an oral presentation on an accounting or related technical matter for the appropriate audience.

○ Accounting	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ACC 111 - Financial Accounting I **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 101 - Macroeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**

Total Semester I Credit Hours: 13

Semester II

- ACC 112 - Financial Accounting II **Credits: 4 ▲**
- ACC 121 - Managerial Accounting **Credits: 3 ▲**
- ACC 125 - Payroll Accounting **Credits: 3 ▲**
- CIS 222 - Spreadsheet Concepts **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**

Total Semester II Credit Hours: 16

Semester III

- ACC 204 - Tax Accounting **Credits: 4 ▲**
- ACC 211 - Intermediate Accounting I **Credits: 4 ▲**
- MGT 201 - Principles of Management **Credits: 3**

- MTH 128 - Statistics Credits: 3

Total Semester III Credit Hours: 14

Semester IV

- ACC 212 - Intermediate Accounting II Credits: 4 ▲
- ACC 215 - Computerized Accounting Credits: 3 ▲
- BUS 203 - Business Law I Credits: 3
- COM 105 - Interpersonal Communications Credits: 3
- GEL 111 - Earth Science Credits: 4

Total Semester IV Credit Hours: 17

Total Credits: 60

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

- A grade of C or better is required to move to an additional English course in this program.

Business Certificate of Completions

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 Cannabis Certificate AAB

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3**
▲
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
A grade of C or better is required to move to an additional English course in this program
- CAN 101 - Introduction to Cannabis **Credits: 3** ▲

Semester 1 16 credits

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3**
▲
- MGT 201 - Principles of Management **Credits: 3**
▲
- PSC 101 - American Government **Credits: 3**
- CAN 102 - Cannabis Policy and Law **Credits: 3** ▲

Semester II 15 credits

Semester III

- MGT 202 - Organizational Behavior **Credits: 3**
▲
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 210 - Leadership Development and Team Building **Credits: 3**
▲
- PSY 101 - General Psychology **Credits: 3**

Semester III 15 Credits

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3**
- MGT 208 - Human Resources Management **Credits: 3**
- MTH 120 - College Algebra **Credits: 4**
OR
- MTH 128 - Statistics **Credits: 3**
OR

- MTH 105 - Quantitative Reasoning Credits: 3
- CAN 103 - Cannabis Symptom Management Credits: 3 ▲
- CAN 104 - Cannabis Customer Service Credits: 3 ▲

Total Semester IV Credit Hours: 15-16

Total Credits: 61-62

Business Management Sustainable Environments Certificate of Completion AAB

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
A grade of C or better is required to move to an additional English course in this program
- ENV 102 - Environment Sustainability **Credits: 3**

Semester I 16 Credits

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3**
- MGT 201 - Principles of Management **Credits: 3**
- PSC 101 - American Government **Credits: 3**
- ENV 108 - Environmental and Natural Resources Policy **Credits: 3**

Semester II 15 Credits

Semester III

- MGT 210 - Leadership Development and Team Building **Credits: 3**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**

Semester III 15 Credits

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3**
- MGT 208 - Human Resources Management **Credits: 3**

- MTH 120 - College Algebra **Credits: 4**
OR
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**

- ENV 110 - Green Infrastructure **Credits: 3 ▲**
- ENV 111 - Social-Ecological Systems and Sustainability **Credits: 3 ▲**

Semester IV 15-16 Credits

Total Credits: 61-62

Business Management Waste Management Certificate of Completion

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
A grade of C or better is required to move to an additional English course in this program
- ENV 105 - Waste Management **Credits: 3 Credits**

Semester I 16 Credits

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3**
- MGT 201 - Principles of Management **Credits: 3**
- PSC 101 - American Government **Credits: 3**
- ENV 108 - Environmental and Natural Resources Policy **Credits: 3**

Semester II 15 Credits

Semester III

- MGT 210 - Leadership Development and Team Building **Credits: 3**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**

Semester III 15 Credits

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3**
- MGT 208 - Human Resources Management **Credits: 3**

- MTH 120 - College Algebra **Credits: 4**
OR
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
- ENV 109 - Hazardous Waste **Credits: 3 Credits**
- ENV 104 - Environmental Occupational Health and Safety **Credits: 3 Credits**

Semester IV 15-16 Credits

Total Credits: 61-62

Management

Business Management Advertising Certificate, AAB

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 - Advertising Management Certificate	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- BUS 205 - Advertising and Promotion **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 221 - Business Ethics **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- BUS 207 - Salesmanship Credits: 3 ▲
- COM 101 - Public Speaking Credits: 3
- ENG 103 - Business Communications Credits: 3
- MGT 202 - Organizational Behavior Credits: 3 ▲
- PSY 101 - General Psychology Credits: 3

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone Credits: 3 ▲
- MGT 208 - Human Resources Management Credits: 3 ▲
- MTH 105 - Quantitative Reasoning Credits: 3
OR
- MTH 128 - Statistics Credits: 3
OR
- MTH 120 - College Algebra Credits: 4
- BUS 215 - Interactive Advertisement Credits: 3 ▲
- ART 115 - Digital Photography Credits: 3 ▲

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Certificate

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ACC 111 - Financial Accounting I **Credits: 3 ▲**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- COM 101 - Public Speaking **Credits: 3**
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**

Total Semester I Credit Hours: 16 or 17

Semester II

- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- BUS 203 - Business Law I **Credits: 3 ▲**
- CIS 222 - Spreadsheet Concepts **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Total Credits: 31-32

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

Business Management Cyber Security Certificate, AAB

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 -Cyber Security Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">●○ OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- CYS 100 - Security Foundations **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 221 - Business Ethics **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- CYS 101 - Networking Foundations **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- CYS 102 - System Administration **Credits: 3 ▲**
- CYS 103 - Network Defense **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Data Science Certificate, AAB

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 - Data Science Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">● OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- DSI 101 - Basic Statistics **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 221 - Business Ethics **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- DSI 109 - Programming Foundations **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- DSI 102 - Statistical Programming **Credits: 3 ▲**
- DSI 104 - Data Wrangling and Visualization **Credits: 3**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Digital and Social Media Marketing Certificate, AAB

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 - Digital and Social Media Marketing Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">● OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- BUS 216 - Electronic Commerce: The Strategic Perspective **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 221 - Business Ethics **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- BUS 211 - Social Media Marketing **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- BUS 217 - Consumer Behavior **Credits: 3 ▲**
- BUS 222 - Writing for Interactive Media **Credits: 3**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Entrepreneurship Certificate, AAB

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 - Entrepreneurship Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">● OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- MGT 213 - Employee Benefits **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 209 - Customer Service **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 120 - College Algebra **Credits: 4**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 128 - Statistics **Credits: 3**
OR
- BUS 221 - Business Ethics **Credits: 3 ▲**
- BUS 206 - Entrepreneurship **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 62-63

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Environmental Science Certificate, AAB

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 - Environmental Science Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">●○ OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- ENV 102 - Environment Sustainability **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- ENV 201 - Current Issues in Environmental Science Seminar **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- ENV 108 - Environmental and Natural Resources Policy **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 120 - College Algebra **Credits: 4**
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- BUS 203 - Business Law I **Credits: 3 ▲**
- ENV 206 - Global Perspectives in Alternative Energy Sources **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Finance Certificate, AAB

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 - Finance Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">● OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- BUS 213 - Financial Management **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 111 - Financial Accounting I **Credits: 3 ▲**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 214 - Securities and Investments **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- ACC 112 - Financial Accounting II **Credits: 4 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 16

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 120 - College Algebra **Credits: 4**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 128 - Statistics **Credits: 3**
- ACC 121 - Managerial Accounting **Credits: 3 ▲**
- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 62-63

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management General Management Certificate, AAB

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 - General Management Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">● OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 206 - Entrepreneurship **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- BUS 203 - Business Law I **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- MGT 205 - Introduction to Quality Improvement **Credits: 3 ▲**
- BUS 221 - Business Ethics **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Hospitality - Food and Beverage Management Certificate, AAB

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 - Hospitality - Food and Beverage Management Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">●○ OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- HOS 101 - Fundamentals of Food Service Industry **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 221 - Business Ethics **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- HOS 102 - Fundamentals of Food Safety **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- HOS 203 - Food Service Management **Credits: 3 ▲**
- HOS 200 - Food and Beverage Operations **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Hospitality - Hotel and Event Management Certificate, AAB

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 - Hospitality-Hotel and Event Management Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">●○ OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- MGT 205 - Introduction to Quality Improvement **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 221 - Business Ethics **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- HOS 200 - Food and Beverage Operations **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- HOS 201 - Hotel and Convention Management **Credits: 3 ▲**
- HOS 202 - Event Management **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 - 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Human Resource Management Certificate, AAB

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 - Human Resources Management Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">●○ OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Business Management - Human Resources Management Certificate	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- MGT 211 - Training Concepts **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- MGT 212 - Compensation Management **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- BUS 203 - Business Law I **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**

- MGT 202 - Organizational Behavior Credits: 3 ▲
- PSY 101 - General Psychology Credits: 3

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone Credits: 3 ▲
- MGT 208 - Human Resources Management Credits: 3 ▲
- MTH 105 - Quantitative Reasoning Credits: 3
OR
- MTH 128 - Statistics Credits: 3
OR
- MTH 120 - College Algebra Credits: 4
- MGT 210 - Leadership Development and Team Building Credits: 3 ▲
- MGT 213 - Employee Benefits Credits: 3 ▲

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management IT Help Desk Certificate, AAB

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.

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- NET 107 - Introduction to Information Technology **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- NET 108 - Introduction System Administration **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- NET 109 - Introduction Cyber Security **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- BUS 203 - Business Law I **Credits: 3 ▲**
- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Labor Studies Certificate, AAB

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 - Labor Studies Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">● OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- MGT 217 - Introduction to Labor and Workplace Management **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- MGT 221 - Law of the Workplace **Credits: 3 ▲**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- MGT 218 - Contract Administration **Credits: 3 ▲**
- MGT 229 - Collective Bargaining **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Marketing Certificate, AAB

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 - Marketing Certificate	
Recommended System Requirements	
<ul style="list-style-type: none">○○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">●○ OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College Credits: 1

- BUS 101 - Introduction to Business Credits: 3 ▲
- CIS 101 - Personal Computer Applications Credits: 3
- ECO 102 - Microeconomics Credits: 3
- ENG 101 - English Composition I Credits: 3 ●
- BUS 207 - Salesmanship Credits: 3 ▲

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting Credits: 3 ▲
- BUS 201 - Principles of Marketing Credits: 3 ▲
- MGT 201 - Principles of Management Credits: 3 ▲
- PSC 101 - American Government Credits: 3
- BUS 205 - Advertising and Promotion Credits: 3 ▲

Total Semester II Credit Hours: 15

Semester III

- BUS 211 - Social Media Marketing Credits: 3 ▲
- COM 101 - Public Speaking Credits: 3
- ENG 103 - Business Communications Credits: 3
- MGT 202 - Organizational Behavior Credits: 3 ▲
- PSY 101 - General Psychology Credits: 3

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone Credits: 3 ▲
- BUS 209 - Customer Service Credits: 3 ▲
- MGT 208 - Human Resources Management Credits: 3 ▲
- MTH 120 - College Algebra Credits: 4
- OR
- MTH 128 - Statistics Credits: 3
- OR
- MTH 105 - Quantitative Reasoning Credits: 3
- MGT 210 - Leadership Development and Team Building Credits: 3 ▲

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Business Management Operations Management Certificate, AAB

Operations Management comprises of planning, implementing, and supervising the production of goods or services. Operations managers have responsibilities in both strategy and day-to-day production, in either manufacturing or services. It will cross-function tying in with other departments i.e., sales, marketing, and finance. The student will be involved in learning about product or service creation, development, production, value chain and distribution. For the Operation Management to be success they need to be connected in the companies:

- Customer service
 - Product or service quality
 - Correctly functioning processes
 - Market competitiveness
 - Technological advances
 - Profitability

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.

Operations Management comprises of planning, implementing, and supervising the production of goods or services. Operations managers have responsibilities in both strategy and day-to-day production, in either manufacturing or services. It will cross-function tying in with other departments i.e., sales, marketing, and finance. The student will be involved in learning about product or service creation, development, production, value chain and distribution. For the Operation Management to be success they need to be connected in the companies:

- Customer service
 - Product or service quality
 - Correctly functioning processes
 - Market competitiveness
 - Technological advances
 - Profitability

Business Management - Operations Management Certificate	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- MGT 203 - Intro to Logistics **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**

- PSY 101 - General Psychology **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- MGT 205 - Introduction to Quality Improvement **Credits: 3 ▲**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- MGT 211 - Training Concepts **Credits: 3 ▲**
- CIS 222 - Spreadsheet Concepts **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Operations Management comprises of planning, implementing, and supervising the production of goods or services. Operations managers have responsibilities in both strategy and day-to-day production, in either manufacturing or services. It will cross-function with tying in with other departments such as sales, marketing, and finance. The student will be involved in learning about product or service creation, development, production, value chain and distribution. For the Operation Management to be success they need to be connected in the companies:

- Customer service
- Product or service quality
- Correctly functioning processes
- Market competitiveness
- Technological advances
- Profitability

Business Management Programming and Development Certificate, AAB

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 - Programming and Development Certificate	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**

- ENG 101 - English Composition I **Credits: 3** ●
- PGD 100 - Coding from Scratch **Credits: 3** ▲

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3** ▲
- MGT 201 - Principles of Management **Credits: 3** ▲
- PSC 101 - American Government **Credits: 3**
- BUS 221 - Business Ethics **Credits: 3** ▲

Total Semester II Credit Hours: 15

Semester III

- PGD 101 - Front End Foundations **Credits: 3** ▲
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3** ▲
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3** ▲
- MGT 208 - Human Resources Management **Credits: 3** ▲
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**
OR
- MTH 120 - College Algebra **Credits: 4**
- PGD 103 - Front End Frameworks **Credits: 3** ▲
- PGD 102 - Programming Foundations **Credits: 3**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

● A grade of C or better is required to move to an additional English course in this program.

Business Management Project Management Fundamentals Certificate, AAB

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.

The focus in Project Management will provide the fundamental background needed with management-level professionals appointed to run a project within a company. A Project Manager will oversee budgets, employees, and cover a wide range of other duties involved with each project they manage. Project managers can specialize in certain areas such as a new product development or research and experimentation, but certain fields such as construction or even into pharmaceuticals and a wide variety of jobs. Success as a project manager a student needs to have good leadership skills, the ability to delegate responsibilities, and an eagerness to face new challenges.

Business Management - Project Management Fundamentals Certificate	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

○ Display: 720p	
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Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- MGT 101 - Intro to Project Management **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 103 - Office Accounting **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- MGT 204 - Risk Management **Credits: 3 ▲**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**

- MTH 120 - College Algebra **Credits: 4**
OR
- MTH 128 - Statistics **Credits: 3**
OR
- MTH 105 - Quantitative Reasoning **Credits: 3**

- MGT 222 - Project Scheduling and Control **Credits: 3 ▲**
- CIS 222 - Spreadsheet Concepts **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

The focus in Project Management will provide the fundamental background needed with management-level professionals appointed to run a project within a company. A Project Manager will oversee budgets, employees, and cover a wide range of other duties involved with each project they manage. Project managers can specialize in certain areas such as a new product development or research and experimentation, but certain fields such as construction or even into pharmaceuticals and a wide variety of jobs. Success as a project manager a student needs to have good leadership skills, the ability to delegate responsibilities, and an eagerness to face new challenges.

Business Management, AAB

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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.

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- BUS/MGT Elective **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- ACC 111 - Financial Accounting I **Credits: 3**
- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3 ▲**
- PSC 101 - American Government **Credits: 3**
- BUS 221 - Business Ethics **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- MGT 206 - Business Management Capstone **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**

OR

- MTH 105 - Quantitative Reasoning **Credits: 3**

OR

- MTH 120 - College Algebra **Credits: 4**
- BUS/MGT Elective **Credits: 3 ▲**
- BUS/MGT Elective **Credits: 3 ▲**

Total Semester IV Credit Hours: 15 or 16

Total Credits: 61-62

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

- A grade of C or better is required to move to an additional English course in this program.

Electives may be chosen from any additional BUS or MGT courses.

Professional Office Management

Professional Office Management, AAB

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, MSW 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

Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College Credits: 1
- POM 103 - Document Formatting Credits: 3 ▲
- CIS 101 - Personal Computer Applications Credits: 3 ▲
- ENG 101 - English Composition I Credits: 3 ●
- MTH 105 - Quantitative Reasoning Credits: 3
- MGT 201 - Principles of Management Credits: 3 ▲

Total Semester I Credit Hours: 16

Semester II

- POM 202 - Introduction to Microsoft Word Credits: 3 ▲
- PHI 202 - Ethics Credits: 3 ▲
- ENG 103 - Business Communications Credits: 3
- POM 208 - PowerPoint Credits: 3 ▲
- MGT 202 - Organizational Behavior Credits: 3 ▲

Total Semester II Credit Hours: 15

Semester III

- POM 214 - General Office Procedures Credits: 3 ▲
- ACC 103 - Office Accounting Credits: 3 ▲
- POM 203 - Advanced Microsoft Word Credits: 3 ▲
- CIS 222 - Spreadsheet Concepts Credits: 3 ▲
- PSY 101 - General Psychology Credits: 3

Total Semester III Credit Hours: 15

Semester IV

- POM 207 - Office Publications **Credits: 3 ▲**
- BUS 211 - Social Media Marketing **Credits: 3**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- SOC 205 - Social Problems **Credits: 3**
- POM 253 - Professional Office Management Capstone **Credits: 3 ▲**

Total Semester IV Credit Hours: 15

Total Credits: 61

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

- A grade of C or better is required to move to an additional English course in this program.

POM 202 prerequisite - POM 103

School of Engineering and Information Technology

Information Technology, ATS - Type A

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. The degree can also help students prepare for the A+, Microsoft Modern Desktop Administrator Associate, Security+ and Linux+ certifications.

Upon completion of the Information Technology Associate Degree, students will be able to:

1. Administer client computer hardware, software, and industry troubleshooting procedures.
1. Develop a functional understanding of network software configuration.
1. Support information systems in a wide range of computing environments with Microsoft Windows and the integrated family of server products.
1. Demonstrate knowledge of security practices and procedures.

Information Technology
Recommended System Requirements

<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 8 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>
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Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- NET 126 - A+ Essentials and Practical Application **Credits: 4 ▲**
- NET 128 - Windows Client Configuration **Credits: 4 ▲**
- ENG 101 - English Composition I **Credits: 3**
- CIS 101 - Personal Computer Applications **Credits: 3**

Total Semester I Credit Hours: 15

Semester II

- NET 140 - Introductory Windows Server **Credits: 4 ▲**
- NET 141 - Intermediate Windows Server **Credits: 4 ▲**
- ECO 101 - Macroeconomics **Credits: 3**
- CIS 225 - Database Concepts **Credits: 3**
- MTH 105 - Quantitative Reasoning **Credits: 3**

Total Semester II Credit Hours: 17

Semester III

- NET 132 - Networking **Credits: 4 ▲**
- NET 133 - Networking II **Credits: 4 ▲**
- COM 105 - Interpersonal Communications **Credits: 3**
- MGT 202 - Organizational Behavior **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**

Total Semester III Credit Hours: 17

Semester IV

- NET 227 - Linux **Credits: 4 ▲**
- NET 232 - Security **Credits: 4 ▲**

- HIS 101 - World Civilization I **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- NET 291 - Information Technology Capstone **Credits: 1**
OR
- EGT 291 - IT and Engineering Practicum **Credits: 1**
▲ Credits / Units: 1

Total Semester IV Credit Hours: 15

Total Credits: 64

▲ Student must obtain a grade of "C" or better to progress to graduation

Design Engineering

Drafting Design Mechanical Focus, AAS

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- Mechanical Focus
Recommended System Requirements

<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher (16 bit) ○ Processor: 3 GHz or higher ○ RAM: 16 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX11 or higher ○ Display: 1920x1080 resolution 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i7 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>
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Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- DES 115 - AutoCAD I **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3**
- MCH 110 - Engineering Materials **Credits: 2 ▲**
- MTH 110 - Technical Algebra **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**

Total Semester I Credit Hours: 15

Semester II

- COM 101 - Public Speaking **Credits: 3**
- PHY 106 - College Physics I **Credits: 4**
- MCH 201 - Applied Mechanics I (Statics) **Credits: 3 ▲**
- DES 110 - Drafting I **Credits: 3 ▲**
- MTH 111 - Technical Trigonometry **Credits: 3**

Total Semester II Credit Hours: 16

Semester III

- DES 111 - Drafting II **Credits: 3 ▲**
- DES 210 - Descriptive Geometry **Credits: 2 ▲**
- DES 215 - Computer Aided Design II **Credits: 3 ▲**
- MCH 204 - Introduction to Manufacturing Processes **Credits: 3**
- PHY 107 - College Physics II **Credits: 4**
- MCH 210 - Strength of Materials **Credits: 3**

Total Semester III Credit Hours: 18

Semester IV

- DES 201 - Electrical Drafting **Credits: 2 ▲**
- MCH 202 - Applied Mechanics II (Dynamics) **Credits: 2**
- DES 221 - Piping Drafting/Map Drafting **Credits: 2 ▲**
- EGT 291 - IT and Engineering Practicum **Credits: 1**
- MCH 230 - Mechanical Component Design **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**

Total Semester IV Credit Hours: 13

Total Credits: 62

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

Drafting Design, AAS

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher (16 bit) ○ Processor: 3 GHz or higher ○ RAM: 16 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX11 or higher ○ Display: 1920x1080 resolution 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i7 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- DES 115 - AutoCAD I **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3**
- MCH 110 - Engineering Materials **Credits: 2 ▲**
- MTH 110 - Technical Algebra **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**

Total Semester I Credit Hours: 15

Semester II

- COM 101 - Public Speaking **Credits: 3**
- PHY 106 - College Physics I **Credits: 4**
- MCH 201 - Applied Mechanics I (Statics) **Credits: 3 ▲**
- DES 110 - Drafting I **Credits: 3 ▲**
- MTH 111 - Technical Trigonometry **Credits: 3**

Total Semester II Credit Hours: 16

Semester III

- DES 111 - Drafting II **Credits: 3 ▲**
- DES 210 - Descriptive Geometry **Credits: 2 ▲**
- DES 215 - Computer Aided Design II **Credits: 3 ▲**
- DES 222 - Technical Illustration **Credits: 2 ▲**
- PHY 107 - College Physics II **Credits: 4**

Total Semester III Credit Hours: 14

Semester IV

- CIV 101 - Surveying **Credits: 3**
- DES 201 - Electrical Drafting **Credits: 2 ▲**
- DES 220 - Structural/Architectural Drafting **Credits: 2 ▲**
- DES 221 - Piping Drafting/Map Drafting **Credits: 2 ▲**
- EGT 291 - IT and Engineering Practicum **Credits: 1**
- MCH 202 - Applied Mechanics II (Dynamics) **Credits: 2**
- SOC 205 - Social Problems **Credits: 3**

Total Semester IV Credit Hours: 15

Total Credits: 60

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

Electrical/Electronics

Electrical/Electronics, AAS

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.

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Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • <ul style="list-style-type: none"> ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College Credits: 1
- DES 110 - Drafting I Credits: 3 ▲

- ELE 101 - Circuits I Credits: 4 ▲
- ENG 101 - English Composition I Credits: 3 ▲
- MTH 110 - Technical Algebra Credits: 3 ▲
- ELE 130 - Digital Computer Systems Credits: 4

Total Semester I Credit Hours: 18

Semester II

- CIS 101 - Personal Computer Applications Credits: 3 ▲
- ELE 102 - Circuits II Credits: 4 ▲
- MGT 202 - Organizational Behavior Credits: 3 ▲
- MTH 111 - Technical Trigonometry Credits: 3 ▲
- SOC 101 - Introduction to Sociology Credits: 3

Total Semester II Credit Hours: 16

Semester III

- COM 101 - Public Speaking Credits: 3
- ELE 121 - Electronic Circuits Credits: 4 ▲
- ELE 202 - AC/DC Machinery Credits: 3 ▲
- ELE 205 - Power Distribution Credits: 3 ▲
- PHY 106 - College Physics I Credits: 4 ▲

Total Semester III Credit Hours: 17

Semester IV

- EGT 291 - IT and Engineering Practicum Credits: 1
- ECO 102 - Microeconomics Credits: 3 ▲
- ELE 207 - General Instrumentation Credits: 3 ▲
- ELE 214 - Programmable Logic Controllers Credits: 3 ▲
- ENG 104 - Technical and Professional Writing Credits: 3 ▲

Total Semester IV Credit Hours: 13

Total Credits: 64

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

Electrical Trades

Electrical Trades, ATS - Type B

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 8 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Year 1

- CSS 106 - Succeeding in College **Credits: 1**
- AIT 101 - Industrial Electricity I **Credits: 2**
- AIT 102 - National Electrical Code I **Credits: 1**
- AIT 103 - Electrical Blueprint Reading I **Credits: 1**
- ENG 101 - English Composition I **Credits: 3** •
- MTH 110 - Technical Algebra **Credits: 3**
- MTH 111 - Technical Trigonometry **Credits: 3**

Total Year 1 Credit Hours: 14

Year 2

- AIT 141 - Industrial Electricity II **Credits: 2**
- AIT 142 - National Electrical Code II **Credits: 1**
- AIT 143 - Electrical Blueprint Reading II **Credits: 1**
- AIT 150 - Electrical Construction Methods **Credits: 1**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ENG 104 - Technical and Professional Writing **Credits: 3**
- PHY 106 - College Physics I **Credits: 4**

Total Year 2 Credit Hours: 15

Year 3

- AIT 171 - Industrial Electricity III **Credits: 2**
- AIT 173 - Electrical Blueprint Reading III **Credits: 1**
- AIT 175 - Electric Motor Controls I **Credits: 2**
- AIT 180 - Electric Machinery **Credits: 2**
- AIT 190 - Industrial Safety Practices **Credits: 1**
- COM 101 - Public Speaking **Credits: 3**

Total Year 3 Credit Hours: 11

Year 4

- AIT 210 - Fundamentals of Electronics **Credits: 2**
- AIT 211 - Industrial Electronics I **Credits: 3**
- AIT 215 - Electric Motor Controls II **Credits: 2**
- AIT 216 - Electricity for HVAC **Credits: 1**
- MTH 103 - Business Math **Credits: 3**
- MGT 210 - Leadership Development and Team Building **Credits: 3**

Total Year 4 Credit Hours: 14

Year 5

- AIT 242 - National Electrical Code III **Credits: 1**
- AIT 245 - Instrumentation and Testing **Credits: 2**
- AIT 251 - Industrial Electronics II **Credits: 2**
- ELE 203 - Understanding the National Electrical Code **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**

Total Year 5 Credit Hours: 11

Total Credits: 65

Potential student must be a member of the IBEW before starting this degree.

- A grade of C or better is required to move to an additional English course in this program.

Engineering

Electro-Mechanical Engineering, ATS - Type A

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 8 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ELE 101 - Circuits I **Credits: 4 ▲**
- MCH 204 - Introduction to Manufacturing Processes **Credits: 3 ▲**
- MTH 110 - Technical Algebra **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ●**
- CIS 101 - Personal Computer Applications **Credits: 3**

Total Semester I Credit Hours: 17

Semester II

- ELE 102 - Circuits II **Credits: 4 ▲**
- MCH 201 - Applied Mechanics I (Statics) **Credits: 3 ▲**
- MGT 210 - Leadership Development and Team Building **Credits: 3**
- COM 101 - Public Speaking **Credits: 3**
- MTH 111 - Technical Trigonometry **Credits: 3 ▲**

Total Semester II Credit Hours: 16

Semester III

- ELE 202 - AC/DC Machinery **Credits: 3 ▲**
- ELE 208 - Industrial Controls **Credits: 3 ▲**
- PHY 106 - College Physics I **Credits: 4**
- MCH 210 - Strength of Materials **Credits: 3 ▲**
- ELE 130 - Digital Computer Systems **Credits: 4 ▲**

Total Semester III Credit Hours: 17

Semester IV

- EGT 291 - IT and Engineering Practicum **Credits: 1 ▲**
- ENG 104 - Technical and Professional Writing **Credits: 3**
- MCH 202 - Applied Mechanics II (Dynamics) **Credits: 2 ▲**
- MCH 230 - Mechanical Component Design **Credits: 3 ▲**
- SOC 205 - Social Problems **Credits: 3**
- MCH 110 - Engineering Materials **Credits: 2 ▲**

Total Semester IV Credit Hours: 14

Total Credits: 64

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

- A grade of C or better is required to move to an additional English course in this program.

Programmable Logic Controllers Certificate

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 8 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College Credits: 1
- ELE 101 - Circuits I Credits: 4 ▲
- ELE 130 - Digital Computer Systems Credits: 4 ▲
- MTH 110 - Technical Algebra Credits: 3
- MTH 111 - Technical Trigonometry Credits: 3 ▲

Total Semester I Credit Hours: 15

Semester II

- ELE 102 - Circuits II **Credits: 4 ▲**
- ELE 202 - AC/DC Machinery **Credits: 3 ▲**

Total Semester II Credit Hours: 7

Semester III

- ELE 121 - Electronic Circuits **Credits: 4 ▲**
- ENG 101 - English Composition I **Credits: 3**
- ELE 208 - Industrial Controls **Credits: 3 ▲**

Total Semester III Credit Hours: 10

Semester IV

- ELE 214 - Programmable Logic Controllers **Credits: 3 ▲**
- PHY 106 - College Physics I **Credits: 4**

Total Semester IV Credit Hours: 7

Total Credits: 39

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

Information Technology

IT Professional Certificate - Linux and Security+

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. The degree can also help students prepare for the A+, Microsoft Modern Desktop Administrator Associate, Security+ and Linux+ certifications.

Upon completion of the IT Professional Certificate - Linux and Security+, students will be able to:

1. Administer client computer hardware, software, and industry troubleshooting procedures.
2. Support information systems in a wide range of computing environments with Microsoft Windows and the integrated family of server products.
3. Demonstrate knowledge of security practices and procedures.

Semester I

- CIS 101 - Personal Computer Applications **Credits: 3**
- NET 126 - A+ Essentials and Practical Application **Credits: 4**
- NET 128 - Windows Client Configuration **Credits: 4**
- CIS 225 - Database Concepts **Credits: 3**

Semester I 14 Credits

Semester II

- NET 140 - Introductory Windows Server **Credits: 4**
- NET 141 - Intermediate Windows Server **Credits: 4**
- NET 227 - Linux **Credits: 4**
- NET 232 - Security **Credits: 4**

Semester II 16 Credits

Total Semester Credits 30

IT Professional Certificate - Networking

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. The degree can also help students prepare for the A+, Microsoft Modern Desktop Administrator Associate, Security+ and Linux+ certifications.

Upon completion of the IT Professional Certificate - Networking, students will be able to:

1. Administer client computer hardware, software, and industry troubleshooting procedures.
2. Develop a functional understanding of network software configuration.

3. Support information systems in a wide range of computing environments with Microsoft Windows and the integrated family of server products.

Semester I

- CIS 101 - Personal Computer Applications **Credits: 3**
- NET 126 - A+ Essentials and Practical Application **Credits: 4**
- NET 128 - Windows Client Configuration **Credits: 4**
- CIS 225 - Database Concepts **Credits: 3**

Semester I 14 Credits

Semester II

- NET 140 - Introductory Windows Server **Credits: 4**
- NET 141 - Intermediate Windows Server **Credits: 4**
- NET 132 - Networking **Credits: 4**
- NET 133 - Networking II **Credits: 4**

Semester II 16 Credits

Total Semester Credits 30

IT Professional Certificate-Essentials

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. The degree can also help students prepare for the A+, Microsoft Modern Desktop Administrator Associate, Security+ and Linux+ certifications.

Upon completion of the IT Professional Certificate - Essentials, students will be able to:

1. Administer client computer hardware, software, and industry troubleshooting procedures.
2. Support information systems in a wide range of computing environments with Microsoft Windows and the integrated family of server products.

Semester I

- CIS 101 - Personal Computer Applications **Credits: 3**
- NET 126 - A+ Essentials and Practical Application **Credits: 4**
- NET 128 - Windows Client Configuration **Credits: 4**

Semester I 11 Credits

Semester II

- NET 140 - Introductory Windows Server **Credits: 4**
- NET 141 - Intermediate Windows Server **Credits: 4**
- CIS 225 - Database Concepts **Credits: 3**

Semester II 11 credits

Total Credits: 22

Interactive Digital Media

Internet and Interactive Digital Media Design, AAB

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher (64 bit) ○ Processor: 3 GHz or higher ○ RAM: 16 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX11 or higher ○ Display: 1920x1080 resolution 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i7 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ENG 101 - English Composition I **Credits: 3** ●
- IDM 111 - Web Languages **Credits: 3** ▲
- PSY 101 - General Psychology **Credits: 3**
- ART 115 - Digital Photography **Credits: 3**
- ART 102 - Beginning Drawing **Credits: 3**
- OR
- ART 108 - Design Foundations **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ENG 104 - Technical and Professional Writing **Credits: 3**

- MTH 120 - College Algebra **Credits: 4**
- IDM 211 - Web Site Development **Credits: 3 ▲**
- IDM 201 - Digital Images **Credits: 3 ▲**
- IDM 202 - Digital Graphics **Credits: 3 ▲**

Total Semester II Credit Hours: 16

Semester III

- GEL 111 - Earth Science **Credits: 4**
- SOC 205 - Social Problems **Credits: 3**
- IDM 121 - Interactive Media Programming **Credits: 3 ▲**
- IDM 203 - Digital Animation **Credits: 3 ▲**
- IDM 205 - Digital Publishing **Credits: 3 ▲**

Total Semester III Credit Hours: 16

Semester IV

- COM 101 - Public Speaking **Credits: 3**
- IDM 275A - Game Design Studio **Credits: 3 ▲**
- IDM 131 - Modern Storytelling **Credits: 3 ▲**
- IDM 221 - Advanced Web Languages: PHP Programming **Credits: 3 ▲**
- IDM 275B - Game Production and Marketing **Credits: 3 ▲**
- IDM 251 - Capstone in Internet and Digital Media Design **Credits: 1 ▲**

Total Semester IV Credit Hours: 16

Total Credits: 64

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

- A grade of C or better is required to move to an additional English course in this program.

Machining

Machining, AAS

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 work pieces
- 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 work pieces 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:
 - Measurement, Materials and Safety
 - Job Planning, Benchwork and Layout
 - Manual Milling Skills I
 - Drill Press Skills I
 - Turning Operations: Turning Chucking Skills
 - Turning Operations: Turning Between Centers
 - CNC Turning: Operations
 - CNC Milling: Operations
 - CNC Milling: Programming Setup & Operations
 - CNC Turning: Programming Setup & Operations
 - FANUC (CNC Certification)

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Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- CIS 101 - Personal Computer Applications **Credits: 3**
- MAC 200 - Drafting for Machining **Credits: 3 ▲**
- MAC 201 - Introduction to Machining Processes **Credits: 3 ▲**

- MTH 150 - Shop Floor Calculations I Credits: 3
- SAF 101 - OSHA 30 General Industry Training Course Credits: 3 ▲

Total Semester I Credit Hours: 16

Semester II

- PSY 101 - General Psychology Credits: 3
- MAC 202 - Introduction to Manufacturing Processes Manual Milling Credits: 3 ▲
- MAC 203 - Introduction to Manufacturing Manual Lathe Process Credits: 3 ▲
- MCH 204 - Introduction to Manufacturing Processes Credits: 3 ▲
- MTH 160 - Shop Floor Calculations II Credits: 3 ▲

Total Semester II Credit Hours: 15

Semester III

- MAC 204 - Computer Numerical Control Lathe - Operation Credits: 3 ▲
- MAC 205 - Computer Numerical Control Mill - Operation Credits: 3 ▲
- DES 215 - Computer Aided Design II Credits: 3 ▲
- ENG 101 - English Composition I Credits: 3
- MCH 208 - CNC (Lathe and Milling) Credits: 3 ▲

Total Semester III Credit Hours: 15

Semester IV

- MAC 206 - Computer Numerical Control Mill Programming and Operation Credits: 3 ▲
- MAC 207 - Computer Numerical Control Lathe Programming and Operation Credits: 3 ▲
- COM 105 - Interpersonal Communications Credits: 3
- EGT 110 - Materials/Metallurgy Credits: 3 ▲
- MGT 210 - Leadership Development and Team Building Credits: 3

Total Semester IV Credit Hours: 15

Total Credits: 61

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

Mechanical Engineering Technology

Mechanical Engineering Technology, AAS

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher (64 bit) ○ Processor: 3 GHz or higher ○ RAM: 16 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX11 or higher ○ Display: 1920x1080 resolution 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i7 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**

- DES 110 - Drafting I **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ●**
- MCH 204 - Introduction to Manufacturing Processes **Credits: 3 ▲**
- MTH 110 - Technical Algebra **Credits: 3 ▲**
- ELE 130 - Digital Computer Systems **Credits: 4 ▲**

Total Semester I Credit Hours: 17

Semester II

- DES 111 - Drafting II **Credits: 3 ▲**
- DES 115 - AutoCAD I **Credits: 3 ▲**
- MCH 201 - Applied Mechanics I (Statics) **Credits: 3 ▲**
- MTH 111 - Technical Trigonometry **Credits: 3 ▲**
- SOC 205 - Social Problems **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- DES 215 - Computer Aided Design II **Credits: 3 ▲**
- MCH 110 - Engineering Materials **Credits: 2 ▲**
- MCH 208 - CNC (Lathe and Milling) **Credits: 3 ▲**
- MCH 210 - Strength of Materials **Credits: 3 ▲**
- PHY 106 - College Physics I **Credits: 4**
- MCH 209 - FMS (Flexible Manufacturing System) **Credits: 3**

Total Semester III Credit Hours: 18

Semester IV

- COM 101 - Public Speaking **Credits: 3**
- DES 221 - Piping Drafting/Map Drafting **Credits: 2**
- EGT 291 - IT and Engineering Practicum **Credits: 1**
- ENG 104 - Technical and Professional Writing **Credits: 3**
- MCH 202 - Applied Mechanics II (Dynamics) **Credits: 2 ▲**
- MCH 230 - Mechanical Component Design **Credits: 3 ▲**

Total Semester IV Credit Hours: 14

Total Credits: 64

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

- A grade of C or better is required to move to an additional English course in this program.

Welding

Advanced Welding Certificate

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.

Semester I

- WLD 251 - Welding Practicum **Credits: 5**
- WLD 211 - Open Root Groove Welds on Plate **Credits: 4 ▲**
- WLD 214 - Gas Tungsten Arc Welding (GTAW/Tig) **Credits: 4 ▲**

Total Semester I Credit Hours: 13

Semester II

- Technical or General Elective **Credits: 3**
- WLD 222 - Welding Fabrication, Layout, and Design **Credits: 4**
- WLD 212 - Open Root Groove Welds on Pipe **Credits: 4 ▲**

Total Semester II Credit Hours: 11

Total Credits: 24

▲ 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).

Technical Electives:

- DES 110 - Drafting I **Credits: 3**
- DES 115 - AutoCAD I **Credits: 3**
- EGT 110 - Materials/Metallurgy **Credits: 3**

Welding, AAS

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.

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Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- MTH 109 - Math for Welding Technology **Credits: 3 Credits**
- SAF 101 - OSHA 30 General Industry Training Course **Credits: 3 ▲**
- WLD 111 - Shielded Metal Arc Welding (SMAW) I **Credits: 4 ▲**
- WLD 121 - Shielded Metal Arc Welding (SMAW) II **Credits: 4 ▲**

Total Semester I Credit Hours: 16

Semester II

- ENG 101 - English Composition I **Credits: 3 ●**
- WLD 201 - Shielded Metal Arc Welding (SMAW) III **Credits: 4 ▲**
- WLD 202 - Blueprint Reading for Welders **Credits: 4 ▲**
- WLD 213 - Gas Metal Arc Welding (GMAW/Mig) and Flux Cored Arc Welding (FCAW) **Credits: 4 ▲**
- HIS 101 - World Civilization I **Credits: 3**

Total Semester II Credit Hours: 18

Semester III

- COM 101 - Public Speaking Credits: 3
- WLD 211 - Open Root Groove Welds on Plate Credits: 4 ▲
- WLD 214 - Gas Tungsten Arc Welding (GTAW/Tig) Credits: 4 ▲
- CIS 101 - Personal Computer Applications Credits: 3 ▲

Total Semester III Credit Hours: 14

Semester IV

- DES 115 - AutoCAD I Credits: 3
- ENG 104 - Technical and Professional Writing Credits: 3
- WLD 212 - Open Root Groove Welds on Pipe Credits: 4 ▲
- COM 105 - Interpersonal Communications Credits: 3
- SOC 205 - Social Problems Credits: 3

Total Semester IV Credit Hours: 16

Total Credits: 63

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

- A grade of C or better is required to move to an additional English course in this program.

Welding, Certificate

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.

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Recommended System Requirements

<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>
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Semester I

- MTH 109 - Math for Welding Technology **Credits: 3 Credits**
- SAF 101 - OSHA 30 General Industry Training Course **Credits: 3 ▲**
- WLD 111 - Shielded Metal Arc Welding (SMAW) I **Credits: 4 ▲**
- WLD 121 - Shielded Metal Arc Welding (SMAW) II **Credits: 4 ▲**

Total Semester I Credit Hours: 14

Semester II

- WLD 201 - Shielded Metal Arc Welding (SMAW) III **Credits: 4 ▲**
- WLD 202 - Blueprint Reading for Welders **Credits: 4 ▲**
- WLD 213 - Gas Metal Arc Welding (GMAW/Mig) and Flux Cored Arc Welding (FCAW) **Credits: 4 ▲**

Total Semester II Credit Hours: 12

Total Credits: 26

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

Technical Electives:

- DES 110 - Drafting I **Credits: 3**
- DES 115 - AutoCAD I **Credits: 3**
- EGT 110 - Materials/Metallurgy **Credits: 3**

School of Health, Sciences, and Public Services

Associate Degree Nursing

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 21st 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 BIO 107 Human Anatomy and Physiology I, or an equivalent course within the past 5 years 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 of 62% 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 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 Ohio or multistate compact license MEDS/IV unrestricted.
- Successful completion of the TEAS Test. The student must meet the benchmark score of 62% 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 or the college bookstore.

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.
- 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).
- Successful completion of the TEAS Test. The student must meet the benchmark score of 62% 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

Admission Requirements for HCW and LPN:

- Grade point average (GPA) of 2.0 once all prerequisites are completed.
- Complete BIO 107 Human Anatomy and Physiology I or an equivalent course with a minimum grade of "C."
- Complete BIO 108 Human Anatomy and Physiology II or an equivalent course with a minimum grade of "C."
- Complete PSY 101 General Psychology or an equivalent course with a minimum grade of "C."
- Complete ENG 101 English Composition I or an equivalent course with a minimum grade of "C."
- Complete CHM 101 Introduction to Chemistry or an equivalent course with a minimum grade of "C."
 - **Note:** This course requires MTH 095 Introductory 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.

Associate Degree Nursing (ADN)	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Program Admission Requirements

- BIO 107 - Human Anatomy and Physiology I **Credits: 4 ▲**
- CHM 101 - Introduction to Chemistry **Credits: 4 ▲**

8 Credits

Semester I

- NUR 102 - Fundamentals **Credits: 7 ▲**

- BIO 108 - Human Anatomy and Physiology II Credits: 4 ▲
- NUR 104 - Introduction to Nursing Credits: 2 credits

Total Semester I Credit Hours: 13

Semester II

- NUR 200 - Advanced Medical-Surgical Nursing I Credits: 6 ▲
- NUR 203 - Mental-Health Nursing Credits: 3 ▲
- PSY 101 - General Psychology Credits: 3 ▲

Total Semester II Credit Hours: 12

Summer

- NUR 204 - Maternal-Health Nursing Credits: 3 ▲
- NUR 205 - Child-Health Nursing Credits: 3 ▲
- BIO 203 - Principles of Microbiology Credits: 4 ▲

Total Semester Summer Credit Hours: 10

Semester IV

- NUR 206 - Advanced Medical-Surgical Nursing II Credits: 7 ▲
- MTH 128 - Statistics Credits: 3 ▲
- SOC 101 - Introduction to Sociology Credits: 3 ▲

Total Semester IV Credit Hours: 13

Semester V

- NUR 207 - Advanced Medical-Surgical Nursing III Credits: 7 ▲
- NUR 208 - Nursing Leadership and Management Credits: 4 ▲
- ENG 101 - English Composition I Credits: 3 ▲

Total Semester V Credit Hours: 14

Total Credits: 70

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 upon ADN application submission..

- 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.
- An initial drug test is required prior to 1st clinical experience. A random drug test may be conducted during the ADN Program.

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

70 credits LPN to ADN program (8 Program Admission Requirements, 20 General Education credits, 42 Technical Nursing credits).

HCW to ADN, AAS

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 21st 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 BIO 107 Human Anatomy and Physiology I, or an equivalent course within the past 5 years 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 of 62% 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 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 Ohio or multistate compact license MEDS/IV without restrictions.
- Successful completion of the TEAS Test. The student must meet the benchmark score of 62% 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 or the college bookstore.

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.
- 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).
- Successful completion of the TEAS Test. The student must meet the benchmark score of 62% 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 or the college bookstore.

Admission Requirements for HCW and LPN:

- Grade point average (GPA) of 2.0 once all prerequisites are completed.
- Complete BIO 107 Human Anatomy and Physiology I or an equivalent course with a minimum grade of "C."
- Complete BIO 108 Human Anatomy and Physiology II or an equivalent course with a minimum grade of "C."
- Complete PSY 101 General Psychology or an equivalent course with a minimum grade of "C."
- Complete ENG 101 English Composition I or an equivalent course with a minimum grade of "C."

- Complete CHM 101 Introduction to Chemistry or an equivalent course with a minimum grade of "C."
 - **Note:** This course requires MTH 095 Introductory 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.

Health Care Worker (HCW) to ADN	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher

<ul style="list-style-type: none"> ○ Graphics: DirectX9 or higher ○ Display: 720p 	<p><u>Chromebooks are not recommended</u></p>
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Program Admission Requirements

- BIO 107 - Human Anatomy and Physiology I **Credits: 4 ▲**
- BIO 108 - Human Anatomy and Physiology II **Credits: 4 ▲**
- PSY 101 - General Psychology **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ▲**
- CHM 101 - Introduction to Chemistry **Credits: 4 ▲**

18 Credits

Semester I

- NUR 103 - Certified Healthcare Worker to RN Transition Course **Credits: 6 ▲**
- BIO 203 - Principles of Microbiology **Credits: 4 ▲**

Total Semester I Credit Hours: 10

Semester II

- NUR 200 - Advanced Medical-Surgical Nursing I **Credits: 6 ▲**
- NUR 203 - Mental-Health Nursing **Credits: 3 ▲**

Total Semester II Credit Hours: 9

Semester III

- NUR 204 - Maternal-Health Nursing **Credits: 3 ▲**
- NUR 205 - Child-Health Nursing **Credits: 3 ▲**
- SOC 101 - Introduction to Sociology **Credits: 3 ▲**

Total Semester III Credit Hours: 9

Semester IV

- NUR 206 - Advanced Medical-Surgical Nursing II Credits: 7 ▲
- MTH 128 - Statistics Credits: 3 ▲

Total Semester IV Credit Hours: 10

Semester V

- NUR 207 - Advanced Medical-Surgical Nursing III Credits: 7 ▲
- NUR 208 - Nursing Leadership and Management Credits: 4 ▲

Total Semester V Credit Hours: 11

Total Credits: 67

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 upon ADN Application submission. 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.
- An initial drug screen is required prior to 1st clinical experience. A random drug test may be conducted during the HCW to AND 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%.

67 credits HCW to ADN program (18 Program Admission Requirements; 10 General Education credits; 41 Technical Nursing credits)

LPN to ADN, AAS

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 21st century. The curriculum is 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 BIO 107 Human Anatomy and Physiology I, or an equivalent course within the past 5 years 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 of 62% 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 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 without restrictions.
- Successful completion of the TEAS Test. The student must meet the benchmark score of 62% 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 or the college bookstore.

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.
- 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).
- Successful completion of the TEAS Test. The student must meet the benchmark score of 62% 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.atesting.com or the college bookstore.

Admission Requirements for HCW and LPN:

- Grade point average (GPA) of 2.0 once all prerequisites are completed.
- Complete BIO 107 Human Anatomy and Physiology I or an equivalent course with a minimum grade of "C."
- Complete BIO 108 Human Anatomy and Physiology II or an equivalent course with a minimum grade of "C."
- Complete PSY 101 General Psychology or an equivalent course with a minimum grade of "C."
- Complete ENG 101 English Composition I or an equivalent course with a minimum grade of "C."
- Complete CHM 101 Introduction to Chemistry or an equivalent course with a minimum grade of "C."
 - **Note:** This course requires MTH 095 Introductory 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.

Licensed Practical Nurse (LPN) to ADN	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Program Admission Requirements

- BIO 107 - Human Anatomy and Physiology I **Credits: 4 ▲**
- PSY 101 - General Psychology **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ▲**
- CHM 101 - Introduction to Chemistry **Credits: 4 ▲**
- BIO 108 - Human Anatomy and Physiology II **Credits: 4 ▲**

18 Credits

Semester I

- NUR 201 - LPN to ADN. Transition Course **Credits: 5 ▲**
- BIO 203 - Principles of Microbiology **Credits: 4 ▲**

Total Semester I Credit Hours: 9

Semester II

- NUR 200 - Advanced Medical-Surgical Nursing I **Credits: 6 ▲**

- NUR 203 - Mental-Health Nursing Credits: 3 ▲

Total Semester II Credit Hours: 9

Summer

- NUR 204 - Maternal-Health Nursing Credits: 3 ▲
- NUR 205 - Child-Health Nursing Credits: 3 ▲
- SOC 101 - Introduction to Sociology Credits: 3 ▲

Total Semester Summer Credit Hours: 9

Semester IV

- NUR 206 - Advanced Medical-Surgical Nursing II Credits: 7 ▲
- MTH 128 - Statistics Credits: 3 ▲

Total Semester IV Credit Hours: 10

Semester V

- NUR 207 - Advanced Medical-Surgical Nursing III Credits: 7 ▲
- NUR 208 - Nursing Leadership and Management Credits: 4 ▲

Total Semester V Credit Hours: 11

Total Credits: 66

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 upon ADN application submission..
- 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.
- An initial drug screen is required prior to starting 1st clinical experience. A random drug test may be conducted during LPN and ADN Program.

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

66 credits LPN to ADN program (18 Program Admission Requirements; 10 General Education credits; 38 Technical Nursing credits)

Associate of Science

Associate of Science, AS

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 in areas of studies such as **Mathematics, Chemistry, Physics, and Geology** and is flexible enough to permit the creation of a program to fulfill personal study desires or fulfill transfer requirements.

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

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

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

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

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

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

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

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

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

Associate of Science

Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1 ▲**
- CHM 102 - General Chemistry I **Credits: 4 ▲ ***
- ENG 101 - English Composition I **Credits: 3 ●**
- MTH 120 - College Algebra **Credits: 4 ▲**
- ART 104 - Art History I **Credits: 3 ▲**
- OR
- PHI 101 - Introduction to Philosophy **Credits: 3 ▲**

Total Semester I Credit Hours: 15

Semester II

- CHM 103 - General Chemistry II **Credits: 4 ▲ ***
- ENG 102 - English Composition II **Credits: 3 ▲**
- MTH 121 - College Trigonometry **Credits: 3 ▲**
- GEL 111 - Earth Science **Credits: 4 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**

Total Semester II Credit Hours: 17

Semester III

- PHY 106 - College Physics I **Credits: 4 ▲**
- CIS 222 - Spreadsheet Concepts **Credits: 3**
- ENV 107 - Environmental Geology **Credits: 3 ▲**
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4 ▲**
- SOC 205 - Social Problems **Credits: 3 ▲**

Total Semester III Credit Hours: 17

Semester IV

- COM 101 - Public Speaking **Credits: 3**
- PHY 107 - College Physics II **Credits: 4 ▲**
- GEL 101 - Introduction to Geology **Credits: 4 ▲**
- MTH 221 - Calculus and Analytic Geometry II **Credits: 4 ▲**

Total Semester IV Credit Hours: 15

Total Credits: 64

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.

● A grade of C or better is required to move to an additional English course in this program.

Biology

Associate of Science Biological Science Transfer, AS

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 Department of Higher Education 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 ASC (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 - Biological Sciences Transfer	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- BIO 114 - Principles of Biology I **Credits: 4 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- CSS 106 - Succeeding in College **Credits: 1**
- ENG 101 - English Composition I **Credits: 3 ●**
- MTH 120 - College Algebra **Credits: 4**
- PSY 101 - General Psychology **Credits: 3**

Total Semester I Credit Hours: 18

Semester II

- BIO 115 - Principles of Biology II **Credits: 4 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- BIO 209 - Critical Thinking and Analysis in the Sciences **Credits: 3 ▲**
- MTH 121 - College Trigonometry **Credits: 3**

Total Semester II Credit Hours: 16

Semester III

- ENV 102 - Environment Sustainability **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
- BIO 210 - Research Ethics in Science **Credits: 3 ▲**
- BIO 204 - Ecology **Credits: 4 ▲**
- BIO 103 - Nutrition **Credits: 3 ▲**

Total Semester III Credit Hours: 16

Semester IV

- BIO 265H - Biological Evolution: Biology for Honors Students **Credits: 3 ▲**
- BIO 205 - Genetics **Credits: 4 ▲**
- BIO 207 - Zoology **Credits: 4 ▲**

Total Semester IV Credit Hours: 11

Total Credits: 61

▲ Student must obtain a letter grade of C or better in all courses with this symbol to progress to graduation.

- A grade of C or better is required to move to a additional English course in this program.

Criminal Justice

Criminal Justice with Police Academy Option, AAS

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.

Students that have already completed Police Academy/Law Enforcement training can submit documentation for possible credits toward this degree.

Criminal Justice with Police Academy Option	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- CJT 101 - Introduction: Criminal Justice **Credits: 3 ▲**
- CJT 102 - Procedural Law **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**

Total Semester I Credit Hours: 13

Semester II

- CJT 202 - Criminal Investigation **Credits: 3 ▲**
- COR 205 - Juvenile Delinquency **Credits: 3 ▲**
- COM 105 - Interpersonal Communications **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**

Total Semester II Credit Hours: 12

Semester III

- COR 202 - Correctional Institutions in America **Credits: 3 ▲**
- COR 203 - Criminology **Credits: 3 ▲**
- SOC 101 - Introduction to Sociology **Credits: 3**
- PSC 101 - American Government **Credits: 3**

Total Semester III Credit Hours: 12

Semester IV & V

Police Academy Program

Semester IV

- POA 112 - Self Defense I **Credits: 8**
- POA 113 - Criminal Law **Credits: 3**
- POA 115 - Community Oriented Policing **Credits: 3**
- POA 116 - Physical Training I **Credits: 1**
- POA 120 - Technical Report Writing **Credits: 4**

Semester V

- POA 110 - Firearms **Credits: 2**
- POA 111 - NHTSA Standards and Procedures **Credits: 4**
- POA 114 - Police Procedures **Credits: 3**
- POA 117 - Physical Training II **Credits: 1**
- POA 118 - Self Defense II **Credits: 4 ***

Total Semester IV & V Credit Hours: 33

Total Credits: 70

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

* Students not attending EGCC's Police Academy can request a review of prior training and/or work experience to earn Prior Learning Credit. Further information on Prior Learning Assessments can be located here.

Criminal Justice, AAS

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, American laws and civil rights.
- Describe the role and responsibilities of American law enforcement at the local, state, and federal levels.
- Summarize the history and function of the American correctional system at the local, state and federal levels.
- Explain the categories of laws, describe the elements of a crime, and discuss the constitutional rights afforded by the American justice system.
- Identify and explain the theories that relate to criminal behavior.

Criminal Justice	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College Credits: 1
- CJT 101 - Introduction: Criminal Justice Credits: 3 ▲
- CJT 102 - Procedural Law Credits: 3 ▲
- ENG 101 - English Composition I Credits: 3 ●
- MTH 128 - Statistics Credits: 3
- PHI 202 - Ethics Credits: 3

Total Semester I Credit Hours: 16

Semester II

- CJT 107 - Diversity in Criminal Justice Credits: 3 ▲
- CJT 202 - Criminal Investigation Credits: 3 ▲
- SOC 101 - Introduction to Sociology Credits: 3
- PSC 101 - American Government Credits: 3
- ENG 102 - English Composition II Credits: 3

Total Semester II Credit Hours: 15

Semester III

- COR 204 - Community-Based Corrections Credits: 3 ▲
OR
- COR 202 - Correctional Institutions in America Credits: 3 ▲
- COR 203 - Criminology Credits: 3 ▲
- CJT 213 - Police Function Credits: 3 ▲
- PSY 101 - General Psychology Credits: 3
- CJT 222 - Homeland Security Credits: 3 ▲

Total Semester III Credit Hours: 15

Semester IV

- CJT 210 - Introduction to Criminal Law Credits: 3 ▲
- COR 205 - Juvenile Delinquency Credits: 3 ▲
- SOC 205 - Social Problems Credits: 3
- COM 101 - Public Speaking Credits: 3
OR
- COM 105 - Interpersonal Communications Credits: 3
- CJT 215 - Victimology Credits: 3 ▲

Total Semester IV Credit Hours: 15

Total Credits: 61

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

● A grade of C or better is required to move to an additional English course in this program.

Dental Assisting

Dental Assisting Certificate

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

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

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

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

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

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

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

- 1-Demonstrate a working knowledge of dental terminology and the dental sciences.
- 2-Provide oral health instruction to dental patients and community groups.
- 3-Collect systematically and record accurately diagnostic and clinical data.
- 4-Employ current principles of effective chairside assisting for general and dental specialty procedures and dental/medical emergencies.
- 5-Prepare and manipulate chairside and dental laboratory materials and fabricate dental models, trays, and appliances.
- 6-Perform effectively patient reception and dental business office procedures
- 7-Demonstrate proficiency in performing special functions for Ohio certified dental assistants.
- 8-Communicate effectively and establish positive working relationships with patients and members of the dental health care team.
- 9-Implement current principles and guidelines of dental infection control and hazards management.

10-Function in a professional and ethical manner.

Dental Assisting AAS and Dental Assisting Certificate Programs	
Recommended System Requirements	
<ul style="list-style-type: none">○○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">●○ OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- DAS 100 - Introduction to Dental Assisting **Credits: 2**
- DAS 102 - Dental Sciences **Credits: 2 ▲**
- DAS 104 - Dental Materials I **Credits: 3 ▲**
- DAS 105 - Chairside Assisting I **Credits: 4 ▲**
- DAS 108 - Dental Anatomy **Credits: 3 ▲**
- DAS 113 - Infection Control **Credits: 3 ▲**
- CSS 106 - Succeeding in College **Credits: 1**

Total Semester I Credit Hours: 18

Semester II

- DAS 103 - Preventive Dentistry **Credits: 2 ▲**
- DAS 106 - Chairside Assisting II **Credits: 2 ▲**
- DAS 107 - Dental Materials II **Credits: 3 ▲**
- DAS 109 - Dental Radiology **Credits: 4 ▲**
- DAS 110 - Clinical Education **Credits: 2 ▲**
- DAS 111 - Dental Administrative Procedures **Credits: 2 ▲**
- DAS 112 - Special Functions **Credits: 2 ▲**

Total Semester II Credit Hours: 17

Summer

- DAS 201 - Dental Assisting Seminar Credits: 1
▲
- DAS 202 - Dental Assisting Practicum Credits: 1
▲

Total Semester Summer Credit Hours: 2

Total Credits: 37

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 DAS 201 and DAS 202, the student must satisfy all courses in the preceding Semester I and Semester II with a minimum of a "C" average in each course.

Dental 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 Dental Assisting National Board (DANB) and the Ohio Commission on Dental Assistant Certification (CODA) has the right to prohibit a dental Assisting graduate to take the Board Exam based on a past felony conviction.

Dental Assisting, AAS

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; computer courses are recommended.

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

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

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

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

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

- Demonstrate a conduct of ethical, legal, and professional standards in personal, clinical, and patient care.

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

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- DAS 102 - Dental Sciences **Credits: 2 ▲**
- DAS 103 - Preventive Dentistry **Credits: 2 ▲**
- DAS 104 - Dental Materials I **Credits: 3 ▲**
- DAS 105 - Chairside Assisting I **Credits: 4 ▲**
- DAS 108 - Dental Anatomy **Credits: 3 ▲**
- DAS 113 - Infection Control **Credits: 3 ▲**

Total Semester I Credit Hours: 17

Semester II

- DAS 106 - Chairside Assisting II **Credits: 2 ▲**
- DAS 107 - Dental Materials II **Credits: 3 ▲**
- DAS 109 - Dental Radiology **Credits: 4 ▲**
- DAS 110 - Clinical Education **Credits: 2 ▲**
- DAS 111 - Dental Administrative Procedures **Credits: 2 ▲**
- DAS 112 - Special Functions **Credits: 2 ▲**

Total Semester II Credit Hours: 15

Semester III

- DAS 201 - Dental Assisting Seminar **Credits: 1 ▲ ***
- DAS 202 - Dental Assisting Practicum **Credits: 1 ▲ ***

Total Semester III Credit Hours: 2

Semester IV

- COM 101 - Public Speaking **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- BIO 107 - Human Anatomy and Physiology I **Credits: 4**

Total Semester IV Credit Hours: 13

Semester V

- SOC 205 - Social Problems **Credits: 3**
- MTH 105 - Quantitative Reasoning **Credits: 3**
- BIO 108 - Human Anatomy and Physiology II **Credits: 4**
- COM 105 - Interpersonal Communications **Credits: 3**

Total Semester V Credit Hours: 13

Total Credits: 60

▲ 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 DAS 201 and DAS 202, the student must satisfy all courses in the preceding Semester I and Semester II with a minimum of a "C" average in each course.

Dental 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 Dental Assisting National Board (DANB) and the Ohio Commission on Dental Assistant Certification (CODA) has the right to prohibit a dental Assisting graduate to take the Board Exam based on a past felony conviction.

Emergency Medical Services

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 para medicine. 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 Paramedic 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.
9. **Convictions will not prohibit a student from entering the program, but may prohibit completion of clinical, National Registry testing, and/or Ohio certification;**
10. 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;**
11. Report as requested for personal interview with the program director if required;
12. 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.

Paramedic Program Terminal Objective: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

CAAHEP Accredited Paramedic Programs and CoAEMSP Letter of Review Programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP). The most current CoAEMSP Annual Report was for the calendar year 2020. The most recent success rate for the National Registry of EMT Paramedic/State Cognitive exam was 83%. The most recent positive placement rate for graduates was 83%. Positive placement is defined by the CoAEMSP as 'Employed full or part-time in a related field and/or continuing his/her education and/or serving in the military'. Positive placement is measured at completion of the program. The most recent retention rate was 75%.

Emergency Medical Services (EMS) Training

NON-CREDIT Certification Courses* offered through Workforce

- 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.

Summer Prerequisite

Prerequisite for admission to the program is completion of Ohio EMT certification

- EMS 107 - Anatomy and Physiology for Para medicine **Credits: 3 ▲**

3 Credits

Semester I Fall

- EMS 108 - Paramedic Theory I **Credits: 9 ▲**
- EMS 112 - Paramedic Practical Application I **Credits: 1 ▲**
- EMS 115 - Paramedic Practice I **Credits: 2 ▲**

Total Semester I Fall Credit Hours: 12

Semester II Spring

- EMS 109 - Paramedic Theory II **Credits: 9 ▲**
- EMS 113 - Paramedic Practical Application II **Credits: 1 ▲**
- EMS 116 - Paramedic Practice II **Credits: 2 ▲**

Total Semester II Spring Credit Hours: 12

Semester III Summer

- EMS 110 - Paramedic Theory III **Credits: 4 ▲**
- EMS 114 - Paramedic Practical Application III **Credits: 1 ▲**
- EMS 117 - Paramedic Practice III **Credits: 2 ▲**

Total Semester III Summer Credit Hours: 7

Semester IV Fall

- EMS 200 - Paramedic Capstone Experience **Credits: 1 ▲**

Total Semester IV Fall Credit Hours: 1

Total Credits: 35

(including prerequisites)

Prerequisite for admission to the program is completion of Ohio EMT certification

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

Environmental Science

Environmental Science Transfer Degree, AAS

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, 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 the ability to::

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

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. ENV 101, ENV 102, ENV 103, ENV 107, ENV 206

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: ENV 101, ENV 103, ENV 201, ENV 206

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. ENV 101, ENV 103, ENV 201, BIO 209, ENV 206

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: ENV 103, ENV 108, ENV 206

- 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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BIO 114 - Principles of Biology I **Credits: 4**
- ENG 101 - English Composition I **Credits: 3 ●**
- ENV 101 - Introduction to Environmental Science **Credits: 3 ▲**
- MTH 120 - College Algebra **Credits: 4**
or
- MTH 108 - Introductory Applied Math for Water/Wastewater Treatment **Credits: 3 ▲**

Total Semester I Credit Hours: 14/15

Semester II

- BIO 115 - Principles of Biology II **Credits: 4**

- ENG 102 - English Composition II **Credits: 3**
- ENV 102 - Environment Sustainability **Credits: 3 ▲**
- MGT 201 - Principles of Management **Credits: 3**
- MTH 128 - Statistics **Credits: 3**

Total Semester II Credit Hours: 16

Semester III

- ENV 103 - Environmental Field Biology **Credits: 4**
- BIO 209 - Critical Thinking and Analysis in the Sciences **Credits: 3**

Total Semester III Credit Hours: 7

Semester IV

- ENV 104 - Environmental Occupational Health and Safety **Credits: 3 Credits**
- CHM 101 - Introduction to Chemistry **Credits: 4**
- or
- CHM 104 - Introductory Applied Chemistry for Water/Wastewater Treatment **Credits: 3 ▲**
- ENV 107 - Environmental Geology **Credits: 3 ▲**
- ENV 106 - Environmental Principles of Water Resources **Credits: 4**
- PSY 101 - General Psychology **Credits: 3**

Total Semester IV Credit Hours: 16-17

Semester V

- ENV 108 - Environmental and Natural Resources Policy **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- ENV 206 - Global Perspectives in Alternative Energy Sources **Credits: 3**
- ENV 201 - Current Issues in Environmental Science Seminar **Credits: 3**

Total Semester V Credit Hours 12

Total Credits: 65-67

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

- A grade of C or better is required to move to an additional English course in this program.

Sustainable Environments Certificate

Semester I

- ENV 102 - Environment Sustainability **Credits: 3**
- ENV 108 - Environmental and Natural Resources Policy **Credits: 3**
- MGT 201 - Principles of Management **Credits: 3**

Semester II

- ENV 110 - Green Infrastructure **Credits: 3 ▲**
- ENV 111 - Social-Ecological Systems and Sustainability **Credits: 3 ▲**
- ENV 201 - Current Issues in Environmental Science Seminar **Credits: 3**

Total Credit Hours: 18

Water/Wastewater Certificate

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ENG 104 - Technical and Professional Writing **Credits: 3**
- MTH 120 - College Algebra **Credits: 4**
- or
- MTH 108 - Introductory Applied Math for Water/Wastewater Treatment **Credits: 3 ▲**

Semester I 7-8 Credits

Semester II

- MGT 201 - Principles of Management **Credits: 3**
- CHM 104 - Introductory Applied Chemistry for Water/Wastewater Treatment **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**

Semester II 9 Credits

Total 16-17 Credit Hours

Expanded Functions Dental Auxiliary

Expanded Functions Dental Auxiliary (EFDA) Certificate

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 or the Commission on Dental Competency Assessments in Ohio. As well, EGCC's EFDA Program is approved by the

Pennsylvania State Dental Board allowing graduates to take the Pennsylvania EFDA Board Exam. 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 and Pennsylvania EFDA Examination. If successful, the graduate is permitted to use the EFDA initials following his/her name.

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.

Requirements for EFDA Program acceptance include the following:

1. Certified Dental Assistant (CDA) or Certified Ohio Dental Assistant (CODA) or Registered Dental Hygienist (RDH) or a graduate of an unaccredited dental college located outside the United States.
2. BCI/FBI background check documentation.
3. Proof of at least Two (2) Years Work Experience as a general dentistry Chairside Dental Assistant; with experience occurring within the last 5 years, as of the date of application. or as a Registered Dental Hygienist.
4. Two (2) letters of professional recommendation.
5. Personal Statement 6. Employer Recommendation Form.
6. Signed acknowledgement of Program Performance Requirements.

Expanded Functions Dental Auxiliary	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more 	<ul style="list-style-type: none"> ● OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

<ul style="list-style-type: none">○ Graphics: DirectX9 or higher○ Display: 720p	
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Semester I

- DAS 207 - Dental Anatomy for EFDA **Credits: 1 ▲**
- DAS 208 - Expanded Assisting I **Credits: 5 ▲**

Total Semester I Credit Hours: 6

Semester II

- DAS 209 - Expanded Assisting II **Credits: 4 ▲**
- DAS 210 - Directed Clinic Practice **Credits: 4 ▲**

Total Semester II Credit Hours: 8

Total Credits: 14

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 (HSC 102) are offered all semesters, including summer sessions or at community locations throughout Ohio.

Dental 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 State Dental Board and the Pennsylvania State Dental Board has the right to prohibit an EFDA graduate to take the State Board Exam based on a past felony conviction

Fire Science

Fire Science, AAS

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 Applied 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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- FIR 101 - Introduction to Fire and Emergency Services **Credits: 3 ▲**
- FIR 120 - Public Sector Community Relations and Customer Service **Credits: 3 ▲**
- FIR 111 - Building Constructions for Fire and Life Safety **Credits: 3 ▲**

Total Semester I Credit Hours: 16

Semester II

- MTH 105 - Quantitative Reasoning **Credits: 3**
- PHI 202 - Ethics **Credits: 3**
- FIR 104 - Fire Prevention **Credits: 3 ▲**
- FIR 121 - Combustion Processes and Fire Behavior **Credits: 3 ▲**
- FIR 105 - Occupational Safety and Health for Emergency Services **Credits: 3 ▲**

Total Semester II Credit Hours: 15

Semester III

- COM 105 - Interpersonal Communications **Credits: 3**
- FIR 103 - Fire Protection and Detection Systems **Credits: 3 ▲**
- FIR 201 - Fire Service Hydraulics **Credits: 3 ▲**
- FIR 202 - Legal Aspects of Emergency Services **Credits: 3 ▲**
- FIR 203 - Principles of Fire and Emergency Services Administration **Credits: 3 ▲**

Total Semester III Credit Hours: 15

Semester IV

- SOC 205 - Social Problems **Credits: 3**
- FIR 240 - Emergency Services Safety and Survival **Credits: 3 ▲**
- FIR 220 - Fire Ground Strategy and Tactics **Credits: 3 ▲**
- FIR 230 - Fire Investigation Methods **Credits: 3 ▲**
- FIR 231 - Hazardous Materials Operations and Command **Credits: 3 ▲**

Total Semester IV Credit Hours: 15

Total Credits: 61

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

Health Sciences

Health Services, AAS

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- HSC 102 - First Aid/CPR **Credits: 1**
OR
- HSC 103 - Law and Ethics **Credits: 1 ***
- CSS 106 - Succeeding in College **Credits: 1**
- HSC 101 - Medical Terminology **Credits: 2 ▲**
- ENG 101 - English Composition I **Credits: 3 ●**
- BIO 107 - Human Anatomy and Physiology I **Credits: 4 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester I Credit Hours: 14

Semester II

- BIO 108 - Human Anatomy and Physiology II **Credits: 4 ▲**
- BIO 101 - Basic Anatomy **Credits: 3**
- HSC 106 - Administrative Medical Office Skills **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
- HSC 104 - Medical Insurance **Credits: 3 ▲**

Total Semester II Credit Hours: 16

Semester III

- MGT 215 - Healthcare Management **Credits: 3**
- MGT 216 - Healthcare Finance **Credits: 3 ▲**
- MGT 214 - Introduction to the U. S. Healthcare System **Credits: 3 ▲**
- ENG 103 - Business Communications **Credits: 3**
- BIO 209 - Critical Thinking and Analysis in the Sciences **Credits: 3**

Total Semester III Credit Hours: 15

Semester IV

- COM 105 - Interpersonal Communications **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**
- MGT 210 - Leadership Development and Team Building **Credits: 3**
- BIO 103 - Nutrition **Credits: 3 ▲**
- BIO 203 - Principles of Microbiology **Credits: 4 ▲**
- OR
- BIO 201 - Pathophysiology **Credits: 3 ▲ ***

Total Semester IV Credit Hours: 16 or 15

Total Credits: 61 (60 if on-line Only)

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

- A grade of C or better is required to move to an additional English course in this program.

* Online-only students are to take this course

Healthcare Administration, AAS

The Healthcare Administration Program is designed to provide the educational background to enable graduates to pursue careers in healthcare management and administration. Healthcare administrators and managers plan, direct, and coordinate medical and health services. They might manage an entire facility, a specific clinical area or department, or a medical practice for a group of physicians. Healthcare administrators and managers must direct changes that conform to changes in healthcare laws, regulations, and technology. Most healthcare administrators and managers work in offices in healthcare facilities, including hospitals and nursing homes, and group medical practices. Students in the healthcare administration program will study courses in healthcare management, marketing, human resources, healthcare finance, and medical law and ethics. This knowledge will make the healthcare administrator or manager a valuable member of the healthcare management team. Graduates are employed in career areas such as hospitals, clinics, nursing homes, physician offices, and a variety of other healthcare facilities. Upon successful completion of the degree in healthcare administration, the graduate will be able to:

- Work in and lead work teams.
- Direct, supervise, and evaluate work activities in healthcare facilities.
- Develop and implement organizational policies and procedures.
- Utilize basic finance principles in the health care delivery system.

Program Outcomes:

- Discuss the history, characteristics, frameworks, and models of U.S. health care systems.
- Explain the concepts of managed care and integrated systems.
- Assess barriers to behavioral and mental health care.
- Compare financing options and costs of health care systems.
- Explain the role of information technology on health care.
- Determine health care policy application and future health services delivery.
- Analyze the phases of the organizational life cycle of a health care organization.
- Explore leadership roles and responsibilities in a health care environment.
- Evaluate organizational planning and decision making in a health care organization.
- Describe the management functions within a health care environment and the factors that impact the span of management within these institutions.
- Outline the functions of human resources and organizational staffing in the health care organization.
- Explore the roles, responsibilities, and development of committees and teams.
- Examine the advantages of providing ongoing training and development activities for health care employees.
- Examine the budget planning and implementation process.

Healthcare Administration	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BUS 101 - Introduction to Business **Credits: 3 ▲**
- CIS 101 - Personal Computer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3 ●**
- MTH 105 - Quantitative Reasoning **Credits: 3**
- MGT 201 - Principles of Management **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- BUS 201 - Principles of Marketing **Credits: 3 ▲**
- HSC 106 - Administrative Medical Office Skills **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**

Total Semester II Credit Hours: 15

Semester III

- BUS 203 - Business Law I **Credits: 3 ▲**
- ECO 102 - Microeconomics **Credits: 3**
- PSC 101 - American Government **Credits: 3**
- MGT 214 - Introduction to the U. S. Healthcare System **Credits: 3 ▲**
- MGT 210 - Leadership Development and Team Building **Credits: 3 ▲**

Total Semester III Credit Hours: 15

Semester IV

- MGT 202 - Organizational Behavior **Credits: 3 ▲**
- MGT 208 - Human Resources Management **Credits: 3 ▲**
- MGT 215 - Healthcare Management **Credits: 3 ▲**
- MGT 216 - Healthcare Finance **Credits: 3 ▲**
- BUS 221 - Business Ethics **Credits: 3**

Total Semester IV Credit Hours: 15

Total Credits in Program: 61

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

- A grade of C or better is required to move to an additional English course in this program.

Medical Assisting

Medical Assisting Certificate

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.

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Fall Semester

- CIS 101 - Personal Computer Applications **Credits: 3 ▲**
- HSC 106 - Administrative Medical Office Skills **Credits: 3 ▲**
- BIO 107 - Human Anatomy and Physiology I **Credits: 4 ▲**
- MAS 101 - Clinical Skills I **Credits: 4 ▲**

Total Fall Semester Credit Hours: 14

Spring Semester

- BIO 108 - Human Anatomy and Physiology II **Credits: 4 ▲**
- MAS 102 - Clinical Skills II **Credits: 4 ▲**

- MAS 103 - Medical Assisting Laboratory Skills Credits: 2 ▲
- BIO 201 - Pathophysiology Credits: 3 ▲

Total Spring Semester Credit Hours: 13

Summer Semester

- MAS 104 - Medical Assisting Seminar Credits: 1
▲
- MAS 105 - Medical Assisting Practicum Credits: 2
▲
- MAS 106 - Medical Assisting Exam Prep Credits: 1
▲

Summer Semester Credits 4

Total Credits: 31

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).

Medical Coding/Health Information Management

Health Information Management, AAS

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 both the Medical Scribe Certificate and 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 hands-on experiences occur during HIM248 Practicum II in cooperating healthcare facilities. Students are responsible for submitting potential practicum site information to the program director who will obtain practicum authorization and work in conjunction with the HSPS Deans Office to facilitate creation of the contract between EGCC and the clinical site.

The Health Information Management accreditor of Eastern Gateway Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for associate degree in Health Information Management has been reaffirmed through 2023-2024.. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

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 (HIPAA) Principles in a professional workplace setting.
- 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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- BIO 201 - Pathophysiology **Credits: 3 ▲**
- BIO 102 - Human Anatomy and Physiology **Credits: 3 ▲**
- HSC 101 - Medical Terminology **Credits: 2 ▲**
- HIM 102 - Introduction to Health Records **Credits: 3 ▲**

Total Semester I Credit Hours: 12

Semester II

- ENG 101 - English Composition I **Credits: 3** ●
- HIM 104 - Reimbursement Methodologies **Credits: 3** ▲
- HIM 216 - CPT Coding **Credits: 4** ▲
- BIO 200 - Principles of Pharmacology **Credits: 3** ▲
- HIM 106 - ICD Coding **Credits: 4** ▲

Total Semester II Credit Hours: 17

Summer

- HIM 210 - Advanced Coding **Credits: 3** ▲
- HIM 218 - Professional Practicum I **Credits: 1** ▲
- HIM 230 - Legal and Ethical Concepts in Healthcare **Credits: 3** ▲
- HIM 113 - Computers, Statistics and Quality **Credits: 3** ▲

Total Semester Summer Credit Hours: 10

Semester III

- PHI 101 - Introduction to Philosophy **Credits: 3**
- COM 101 - Public Speaking **Credits: 3**
- HIM 251 - Healthcare Indexes/Registries **Credits: 2** ▲
- HIM 252 - Management of Health Information Services **Credits: 3** ▲
- PSY 101 - General Psychology **Credits: 3**

Total Semester III Credit Hours: 14

Semester IV

- ENG 103 - Business Communications **Credits: 3**
- HIM 248 - HIM Practicum II **Credits: 2** ▲
- HIM 296 - HIM Capstone and Seminar **Credits: 2** ▲
- SOC 101 - Introduction to Sociology **Credits: 3**
- MTH 105 - Quantitative Reasoning **Credits: 3**

Total Semester IV Credit Hours: 13

Total Credits: 66

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.

- A grade of C or better is required to move to an additional English course in this program.

Medical Coding Specialist Certificate

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

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

Upon successful completion, the graduate will be able to:

- Apply for the national certification examination for Certified Coding Associate (CCA) through AHIMA.
- Code, classify, and index diagnoses and procedures for 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.aapc.com/certification/

www.ahima.org/certification/cca.aspx

Medical Coding Specialist	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- BIO 201 - Pathophysiology Credits: 3 ▲
- BIO 102 - Human Anatomy and Physiology Credits: 3 ▲
- HSC 101 - Medical Terminology Credits: 2 ▲
- HIM 102 - Introduction to Health Records Credits: 3 ▲

Total Semester I Credit Hours: 11

Semester II

- ENG 101 - English Composition I Credits: 3
- HIM 104 - Reimbursement Methodologies Credits: 3 ▲
- HIM 216 - CPT Coding Credits: 4 ▲
- BIO 200 - Principles of Pharmacology Credits: 3 ▲
- HIM 106 - ICD Coding Credits: 4

Total Semester II Credit Hours: 17

Summer

- HIM 210 - Advanced Coding Credits: 3 ▲
- HIM 218 - Professional Practicum I Credits: 1 ▲
- HIM 230 - Legal and Ethical Concepts in Healthcare Credits: 3 ▲
- HIM 113 - Computers, Statistics and Quality Credits: 3 ▲

Total Semester Summer Credit Hours: 10

Total Credits: 38

▲ 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.

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- BIO 201 - Pathophysiology **Credits: 3 ▲**
- BIO 102 - Human Anatomy and Physiology **Credits: 3**
- HSC 101 - Medical Terminology **Credits: 2 ▲**
- HIM 102 - Introduction to Health Records **Credits: 3 ▲**

Total Semester I Credit Hours: 11

Semester II

- HIM 104 - Reimbursement Methodologies Credits: 3 ▲
- HIM 216 - CPT Coding Credits: 4 ▲
- BIO 200 - Principles of Pharmacology Credits: 3 ▲
- HIM 106 - ICD Coding Credits: 4 ▲

Total Semester II Credit Hours: 14

Semester III

- HIM 230 - Legal and Ethical Concepts in Healthcare Credits: 3 ▲
- HIM 113 - Computers, Statistics and Quality Credits: 3 ▲
- OR
- HIM 115 - Computers and Quality Credits: 2 ▲

Total Semester III Credit Hours: 5-6

Total Credits: 30-31

▲ Students Must Obtain a "C" or better to progress to graduate/certificate.

Patient Health Navigator

Patient Health Navigator Certificate

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 Health 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 Health 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 Health 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 Health Navigator	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CIS 101 - Personal Computer Applications **Credits: 3**
- BIO 101 - Basic Anatomy **Credits: 3**
- HSC 106 - Administrative Medical Office Skills **Credits: 3**
- PHN 101 - Patient Health Navigator I **Credits: 3 ▲**
- PHN 102 - Patient Health Navigator II **Credits: 3 ▲**
- HSC 101 - Medical Terminology **Credits: 2 ▲**

Total Semester I Credit Hours: 17

Semester II

- PHN 104 - Patient Health Navigator Seminar **Credits: 2 ▲**
- PHN 105 - Patient Health Navigator Capstone **Credits: 3 ▲**
- HSC 104 - Medical Insurance **Credits: 3 ▲**
- PHN 103 - End of Life Ethics **Credits: 3 ▲**
- HSC 103 - Law and Ethics **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**

Total Semester II Credit Hours: 15

Total Credits: 32

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

Peace Officers Academy (Police Academy)

Police Academy Certificate (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. All classes require 100% attendance.

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. Pass an entrance P.T. test (push-ups, sit-ups and a 1 ½ mile run)
2. Citizen of the United States
3. 18 years of age
4. High school graduate or GED
5. Possess a valid driver's license
6. No felony convictions. This may include felony convictions that have been sealed or expunged.
7. 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
2. Extra magazines/case

Students seeking alternate financing should see the Financial Aid Department.

Police Academy/evening program
Recommended System Requirements

<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>
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Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- POA 112 - Self Defense I **Credits: 8 ▲**
- POA 113 - Criminal Law **Credits: 3 ▲**
- POA 115 - Community Oriented Policing **Credits: 3 ▲**
- POA 116 - Physical Training I **Credits: 1 ▲**
- POA 120 - Technical Report Writing **Credits: 4 ▲**

Total Semester I Credit Hours: 20

Semester II

- POA 110 - Firearms **Credits: 2 ▲**
- POA 111 - NHTSA Standards and Procedures **Credits: 4 ▲**
- POA 114 - Police Procedures **Credits: 3 ▲**
- POA 117 - Physical Training II **Credits: 1 ▲**
- POA 118 - Self Defense II **Credits: 4 ▲**

Total Semester II Credit Hours: 14

Total Credits: 34

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

Practical Nursing

Practical Nursing Certificate

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 Admission Requirements:

- Provide the EGCC Records Office with an official, final high school transcript or an official GED Score Report.
- ENG 101 with a grade of "C" or better.
- Demonstrate proficiency in introductory algebra as evidenced by Accuplacer Next Generation score in QAS (Quantitative Reasoning Algebra and Statistics) of 263 or higher, or an ACT math score of 18 or higher in the last 5 years. If proficiency is not met, then successful completion of math remediation with a grade of "C" or better. Remediation is available through Aspire with zero credit, tuition free courses offered as an 8-week session or 16-week session in both fall, spring and 8-week summer term. The course can be taken online or in seat.
- Successful completion of a Nursing Entrance Exam: TEAS Test (may be taken a maximum of two times in a 12-month period). 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 an academic advisor for information and to schedule the online 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 or at testing@egcc.edu
- Complete current FBI and Ohio BCI background checks.
- There is a 5-year limit on all required science courses.
- BIO 102 and HSC 101 are recommended to be taken in seat and not online.
- Prior to admission, submit a current CPR Card: American Heart Association Basic Life Support for the Health Care Provider. Submit copy to PN Program Director and EGCC medical records specialist.
- Prior to admission, Ohio STNA or successful completion of a nurse aide course within the last 5 years (certification not required) or show proof of working at least 6 months as a nursing assistant in an inpatient setting in the last 5 years. Submit a copy of a current Ohio STNA card, transcript showing successful completion of nurse aide course, or proof of employment to the medical records specialist. HSC102 and

HSC108 are offered each semester at EGCC. For those with nurse aide certificate in another state, contact the *Ohio Nurse Aide Registry at 1-800-582-5908.*

Practical Nursing	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Program Admission Requirements

- ENG 101 - English Composition I **Credits: 3**
▲ 3 Credits / Units: 3

Admission Requirements: Credits 3

First Semester

- CSS 106 - Succeeding in College **Credits: 1**
- BIO 102 - Human Anatomy and Physiology **Credits: 3 ▲**
- HSC 101 - Medical Terminology **Credits: 2 ▲**

Total Semester I Credit Hours: 6

Second Semester

- PNR 101 - Introduction to Practical Nursing **Credits: 2 ▲**
- PNR 102 - Practical Nursing Fundamentals **Credits: 7 ▲**
- PNR 104 - Medical/Surgical Nursing I **Credits: 5 ▲**

Total Semester II Credit Hours: 14

Third Semester

- PNR 106 - Medical/Surgical Nursing II Credits: 6 ▲
- PNR 107 - Maternal/Child Health Nursing Credits: 3 ▲
- PSY 101 - General Psychology Credits: 3 ▲
- PNR 108 - Child Health Nursing Credits: 3 ▲

Total Semester III Credit Hours: 15

Total Credits: 38

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

Note: There is a 5-year limit on all required science courses. BIO 102 and HSC 101 are recommended to be taken in seat.

Program Prerequisites:

- Demonstrate proficiency in introductory algebra as evidenced by Accuplacer Next Generation score in QAS (Quantitative Reasoning Algebra and Statistics) of 263 or higher, or an ACT math score of 18 or higher in the last 5 years. If proficiency is not met, then successful completion of math remediation with a grade of "C" or better. Remediation is available through Aspire with zero credit, tuition free courses offered as an 8-week session or 16-week session in both fall, spring and 8 week summer term. The course can be taken online or in seat.
- Successful completion of a Nursing Entrance Exam: TEAS Test (may be taken a maximum of two times in a 12-month period). 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 an academic advisor for information and to schedule the online test. Books and a practice test are available for purchase at www.atitesting.com or at testing@egcc.edu
- Prior to admission, submit a current CPR Card: American Heart Association Basic Life Support for the Health Care Provider. Submit copy to PN Program Director and EGCC medical records specialist.
- Prior to admission, Ohio STNA or successful completion of a nurse aide course within the last 5 years (certification not required) or show proof of working at least 6 months as a nursing assistant in an inpatient setting in the last 5 years. Submit a copy of a current Ohio STNA card, transcript showing successful completion of nurse aide course, or proof of employment to the medical records specialist. HSC102 and HSC108 are offered each semester at EGCC. For those with nurse aide certificate in another state, contact the *Ohio Nurse Aide Registry at 1-800-582-5908*.
- A criminal records check by the Ohio Bureau of Criminal Identification and Investigation and FBI must be completed prior to applying to the PN Program. The bureau will forward this information to the Ohio Board of Nursing. Clinical sites reserve the right to prohibit a student with a criminal background history from caring for patients in their facilities based on the infraction.
- The Ohio Board of Nursing has the right to prohibit a nursing graduate from taking the licensing based on a past felony conviction. See www.nursing.ohio.gov.
- A random drug test may be conducted during the Practical Nursing Program.
- First semester courses must be successfully completed prior to enrolling in second semester courses. Second semester courses must be successfully completed prior to enrolling in third semester courses.

▲ 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%.

Radiology

Radiological Technology, AAS

Profession

Radiologic technologists or radiographers are the medical personnel who perform diagnostic imaging examinations. They work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease or injury. Knowledge of human anatomy is essential in correctly positioning a patient to obtain accurate radiographic images.

Radiographers are educated in anatomy, patient positioning, examinations techniques, equipment protocols, radiation safety, radiation protection and basic patient care. Continuous standing, equipment manipulation, lifting of non-ambulatory patients, and effective communication skills are required to work proficiently, often in an emergency situation.

Program

The Radiologic Technology Program provides students the opportunity to earn an Associate of Applied Science Degree in Radiologic Technology and are eligible to take the national certification exam offered by the American Registry of Radiologic Technologists. Certification of a national credential exam through the A.R.R.T. is required to practice as a radiologic technologist.

A minimum of sixty-two (62) credits are required to receive an Associate of Applied Science Degree in Radiologic Technology. The program consists of 22 months of combined academic and clinical education. The curriculum is based on five (5) semesters including one (1) summer session of full-time study.

General Education courses may be taken prior to admittance to the program. Students must be admitted into the radiologic technology program to take program courses.

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.*

Mission, Goals, and Student Learning Outcomes

The Mission of the Radiologic Technology Program is to prepare students in the knowledge, skills, and attitudes to become competent, entry-level radiographers who provide quality service and care to the community.

Goal 1: Students will be clinically competent.

- Student Learning Outcomes:
 - Students will apply positioning skills.
 - Students will demonstrate radiation protection.

Goal 2: Students will communicate effectively.

- Student Learning Outcomes:
 - Students will demonstrate effective communication skills.
 - Students will demonstrate effective communication skills with co-workers and patients.

Goal 3: Students will demonstrate 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 4: Students will model professionalism in the health care community.

- Student Learning Outcomes:
 - Students will demonstrate professional work ethics.
- Students will demonstrate life-long learning as radiographer

RADIOLOGY TECHNOLOGY PROGRAM

ADMISSION REQUIREMENTS

Contact Academic Advisor to apply (740) 264-5591 ext. 1500

Email: admissions@egcc.edu

Admission Requirements:

- Complete ENG 095 (or higher placement, or transfer credit)
- Complete MTH 095 (or higher placement, or transfer credit)
- Completion of the "The Test of Essential Academic Skills" (TEAS) with a composite score of 58% or higher. The TEAS test may be taken twice in a calendar year.
- Current American Heart Association (AHA) Basic Life Support (BLS) Certification
- Current FBI/BCI Background checks (Completed upon acceptance.)
- Current 10 Panel Drug Screening (Completed upon acceptance).

Important Information

- You may apply at any time once your prerequisites are complete.
- Deadline for application - August 1.
- 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 HIPPA training will be completed for all health majors at health orientation.

Radiological Technology
Recommended System Requirements

<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>
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Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- RAD 102 - Radiographic Procedures I **Credits: 4 ▲**
- RAD 103 - Directed Practice I **Credits: 1 ▲**
- RAD 104 - Methods of Patient Care with an Introduction to Radiology **Credits: 3 ▲**
- BIO 107 - Human Anatomy and Physiology I **Credits: 4 ▲**
- HSC 101 - Medical Terminology **Credits: 2**

Total Semester I Credit Hours: 15

Semester II

- RAD 105 - Radiography I **Credits: 4 ▲**
- RAD 106 - Radiographic Procedures II **Credits: 5 ▲**
- RAD 107 - Directed Practice II **Credits: 2 ▲**
- ENG 101 - English Composition I **Credits: 3**
- BIO 108 - Human Anatomy and Physiology II **Credits: 4 ▲**

Total Semester II Credit Hours: 18

Summer

- RAD 108 - Directed Practice III **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**

Total Summer Semester Credit Hours: 6

Semester III

- RAD 201 - Radiography II **Credits: 3 ▲**
- RAD 202 - Radiologic Physics **Credits: 2 ▲**

- RAD 203 - Directed Practice IV Credits: 3 ▲
- COM 101 - Public Speaking Credits: 3

Total Semester III Credit Hours: 11

Semester IV

- RAD 204 - Radiography III Credits: 3 ▲
- RAD 205 - Directed Practice V Credits: 3 ▲
- SOC 205 - Social Problems Credits: 3
- MGT 202 - Organizational Behavior Credits: 3

Total Semester IV Credit Hours: 12

Total Credits: 62

All students must successfully undergo a FBI/BCI background check upon program acceptance.

All students must successfully undergo a 10-panel drug test upon admission to the program. Students must have a current American Heart Association, BLS Provider prior to program admission. The BBP card must be valid/current through the duration of the Radiology Program.

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

Respiratory Therapy Technology

Respiratory Therapy, AAS

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

Recommended System Requirements

<ul style="list-style-type: none">○○ OS: Windows 10 or higher○ Processor: 2 GHz or higher○ RAM: 4 GB or more○ Hard Drive: 100 GB or more○ Graphics: DirectX9 or higher○ Display: 720p	<ul style="list-style-type: none">●○ OS: Mac 10.14 or higher○ Processor: Intel Core i5 or higher○ RAM: 8 GB or more○ Hard Drive: 256 GB or more○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>
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Semester I

- BIO 107 - Human Anatomy and Physiology I **Credits: 4 ▲**
- MTH 120 - College Algebra **Credits: 4**
- RES 101 - Introduction: Respiratory Therapy **Credits: 4 ▲**
- RES 103 - Cardiopulmonary Pharmacology **Credits: 2 ▲**
- CSS 106 - Succeeding in College **Credits: 1**

Total Semester I Credit Hours: 15

Semester II

- BIO 108 - Human Anatomy and Physiology II **Credits: 4 ▲**
- RES 102 - Basic Respiratory Therapeutics **Credits: 4 ▲**
- RES 104 - Practicum I/Seminar I **Credits: 2 ▲**
- RES 107 - Cardiopulmonary/Renal Anatomy/ **Credits: 5 ▲**

Total Semester II Credit Hours: 15

Semester III

- ENG 101 - English Composition I **Credits: 3**
- RES 105 - Cardiopulmonary Diagnostics **Credits: 2 ▲**
- RES 106 - Directed Practice I/Lecture I **Credits: 2 ▲**
- SOC 205 - Social Problems **Credits: 3**

Total Semester III Credit Hours: 10

Semester IV

- RES 201 - Critical Care I **Credits: 4 ▲**
- RES 202 - Cardiopulmonary Pathology **Credits: 2 ▲**
- RES 203 - Practicum II/Seminar II **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester IV Credit Hours: 12

Semester V

- HSC 122 - ACLS Advanced Cardiac Life Support **Credits: 1**
- HSC 123 - PALS Pediatric Advanced Life Support **Credits: 1**
- RES 204 - Critical Care II **Credits: 4 ▲**
- RES 205 - Respiratory Seminar **Credits: 1 ▲**
- RES 206 - Practicum III/Seminar III **Credits: 3 ▲**
- COM 101 - Public Speaking **Credits: 3**

Total Semester V Credit Hours: 13

Total Credits: 65

HSC 101 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.

Students must have a current BCI/FBI Background Check

Teacher Education

Teacher Education Prekindergarten Care and Education, AAS

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. Candidates will be eligible to obtain a Prekindergarten Associate License from the Ohio Department of Education. Students desiring to complete this degree should first check with their respective state's department of education on their eligibility for licensure.

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 required by the State of Ohio. The Field Experience Handbook (available on the Teacher Education Prekindergarten Care and Education page on the college's website) provides the necessary documentation and points of contact for this process. Students will be required to complete field experiences in courses EDU 202, ECE 107, EDU 206, EDU 207 in a variety of settings. The following two items are required prior to the start of any field experience:

- A current (not more than one year old) resident state BCI and FBI background check must be on file at the college prior to the start of any course that requires field experience hours. It usually takes a couple of weeks for the background check to be received, so please provide adequate time to have your background check completed in order to prevent any delays with beginning your field experience. Students should reach out to their field experience site to ascertain if any other documentation is needed.
- The student's field experience site must be established and approved by the course instructor no later than the end of the first week of the class. Students who have not submitted their Teacher Education Planned Field Experience form, at that time (by the end of Week 1), will be required to drop the course and reschedule for a later term.

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	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> • ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- ECE 101 - Cognitive and Physical Development of the Child **Credits: 3 ▲**

- ECE 110 - Wellness and Safety in Early Childhood **Credits: 3 ▲**
- ECE 107 - Administration of Childcare Centers **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ●**
- PSY 101 - General Psychology **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- COM 101 - Public Speaking **Credits: 3 ▲**
- ECE 102 - Social and Emotional Development of the Child **Credits: 3 ▲**
- EDU 210 - Children's Literature **Credits: 3 ▲**
- PSY 201 - Child Development **Credits: 3**
- EDU 200 - Foundations of Education **Credits: 3 ▲**
- EDU 108 - Introduction to Learning Design **Credits: 2 ▲**

Total Semester II Credit Hours: 17

Semester III

- ECE 111 - Society, Family, and Diversity in Early Childhood **Credits: 3 ▲**
- EDU 203 - Literacy, Language, and Phonics **Credits: 3**
- EDU 202 - Classroom Management: Issues and Trends **Credits: 3 ▲**
- ENG 102 - English Composition II **Credits: 3**
- HSC 102 - First Aid/CPR **Credits: 1**
- EDU 219 - Characteristics of Exceptional Children **Credits: 3 ▲**

Total Semester III Credit Hours: 16

Semester IV

- EDU 206 - Classroom Practicum **Credits: 2 ▲**
- EDU 207 - Classroom Seminar **Credits: 1 ▲**
- ECE 106 - Care and Development of Toddlers **Credits: 3 ▲**
- ECE 113 - Integrating Math and Science in Early Childhood Curriculum **Credits: 3 ▲**
- ECE 114 - Integrating Music, Art and Play in Early Childhood Curriculum **Credits: 3 ▲**
- EDU 220 - Educational Psychology **Credits: 3 ▲**

Total Semester IV Credit Hours: 15

Total Credits: 64

▲ 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.

- A grade of C or better is required to move to an additional English course in this program.

To enroll in EDU 206 and EDU 207, students must successfully complete the following pre-requisite courses: ECE 101, ECE 102, ECE 106, ECE 107, ECE 110, ECE 111, ECE 113, ECE 114, EDU 200, EDU 202, EDU 203, and EDU 219

BCI and FBI background checks are required for the following courses; ECE 107, EDU 202, EDU 206, EDU 207

Teacher Education, AA

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 a Prekindergarten Associate License from the Ohio Department of Education. Candidates will have the applicable educational background to transfer into baccalaureate programs in Early Childhood/P-5 Primary (PK-5), Middle Childhood (4-9), Adolescent to Young Adult (7-12), 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

Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Semester I

- CSS 106 - Succeeding in College **Credits: 1**
- COM 101 - Public Speaking **Credits: 3 ▲**
- EDU 200 - Foundations of Education **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ●**
- ECE 101 - Cognitive and Physical Development of the Child **Credits: 3 ▲**
- PSY 101 - General Psychology **Credits: 3**

Total Semester I Credit Hours: 16

Semester II

- ENG 102 - English Composition II **Credits: 3**
- ECE 111 - Society, Family, and Diversity in Early Childhood **Credits: 3 ▲**
- EDU 210 - Children's Literature **Credits: 3 ▲**

- ART 101 - Survey of Art History **Credits: 3**
OR
- ART 102 - Beginning Drawing **Credits: 3**
OR
- ART 104 - Art History I **Credits: 3**
OR
- MUS 101 - Music Appreciation **Credits: 3**
OR
- MUS 102 - Music Fundamentals **Credits: 3**

- Science Elective **Credits: 3 or 4**
- EDU 108 - Introduction to Learning Design **Credits: 2 ▲**

Total Semester II Credit Hours: 17-18

Semester III

- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3 ▲**
- EDU 203 - Literacy, Language, and Phonics **Credits: 3 ▲** Credits / Units: 3
- GEL 111 - Earth Science **Credits: 4**
- EDU 219 - Characteristics of Exceptional Children **Credits: 3 ▲**
- ECE 110 - Wellness and Safety in Early Childhood **Credits: 3 ▲**

Total Semester III Credit Hours: 16

Semester IV

- EDU 201 - Instructional Technology **Credits: 3 ▲**
- MTH 128 - Statistics **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**
- EDU 220 - Educational Psychology **Credits: 3 ▲**
- PSY 205 - Human Growth and Development **Credits: 3 ▲**

Total Semester IV Credit Hours: 15

Total Credits: 64-65

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

- A grade of C or better is required to move to an additional English course in this program.

There are no field experience hours required for this pathway.

Veterinary Technician

Veterinary Technician, AAS

The field of veterinary technician is growing and currently experiencing a shortage making these in-demand positions. Veterinary technicians work in a variety of settings: small animal practice, large animal practice, exotic animal practice, emergency animal medicine, laboratory settings, shelters, and in animal equipment sales.

Knowledge to work in these areas is achieved by the building of critical thinking skills to understand, analyze, and synthesize concepts ranging from specific animal anatomy to practice management to the ability to function in emergency, educational, and research settings. It is also essential for the veterinary technician to develop strong communication skills to interact with peers, veterinarians, and clients.

In order to achieve these desired attributes, the Veterinary Technician Program has been developed into an interdisciplinary course of study merging the setting specific concepts, science, chemistry, and mathematics foundation with technical and communication studies into a well-balanced curriculum. The core courses provide a comprehensive understanding of the role of the veterinary technician in animal medicine and science. The technical related electives allow veterinary technician students to receive a well-rounded education that will contribute to their preparation as an entry-level veterinary technician.

Pre-Admission Requirements:

***Admission to the Veterinary Technician Program is a selective process; meeting all admission requirements does not ensure placement into the program. ***

Admission Requirements:

Student who have successfully completed a program of secondary education or GED are eligible for admission into the AAS for Veterinary Technology program. Applicants must provide proof of high school graduation or successful completion of the GED or successful acceptance into the CCP program and meet one of the following conditions:

- Passing score on the EGCC Math and Reading Entrance exam
- Minimum score on the English language proficiency test

All applicants for admission to the AAS in Veterinary Technology degree program must complete the following:

- A completed EGCC application packet: completion of all forms AND completion of a minimum of 40 hours of field experience. ***** Applicants who desire to perform this field experience at Angels for Animals must first complete a telephone interview with the Dean of Health, Science & Public Service. Those who successfully complete the telephone interview must then attend an orientation at Angels for Animals. Please note that Angels for Animals reserves the right to terminate any pre-applicant field experience at any point in the 40-hour process. *****
- Verification of successful completion of high school graduation, GED or successful acceptance into the CCP program
- Official transcripts from any prior college attended
- Completion of Health Forms for the program including proof of Tetanus toxoid within the last 7 years
- Completion of program pre-requisite courses (see grid below)

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

- Demonstrate proficiency in animal facility practice management including applicable computer skills
- Prepare and perform clinical laboratory specimen analysis
- Perform proper techniques of animal restraint, examination, and medication administration in a variety of species
- Assess life-stage nutritional requirements and preventative medicine
- Properly use and maintain diagnostic surgical and therapeutic veterinary equipment
- Accurately perform pharmacologic calculations, interpret/follow pharmacy orders, identify, prepare/dispense therapeutic drugs, and provide drug education to clients
- Evaluate common veterinary anesthetic, surgical, and emergency procedures; perform surgical patient preparation, anesthetic monitoring and surgical assistance under the guidance of a licensed veterinarian
- Demonstrate proficiency/application of medical terminology and pathophysiology in veterinary technology
- Employ principles of ethics in all interactions with animals, peers, veterinarians, and clients.

Veterinary Technician	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher
Graphics: DirectX9 or higher <ul style="list-style-type: none"> ● Display: 720p 	<u>Chromebooks are not recommended</u>

Program Admission Requirements

- MTH 105 - Quantitative Reasoning **Credits: 3 ▲**
- ENG 101 - English Composition I **Credits: 3 ▲**
- CHM 101 - Introduction to Chemistry **Credits: 4 ▲**
- HSC 101 - Medical Terminology **Credits: 2 ▲**
- CSS 106 - Succeeding in College **Credits: 1 ▲**

13 Credits

Semester I

- VET 101 - Introduction to Veterinary Technician Program **Credits: 3 ▲**
- VET 103 - Veterinary Science/Nursing I **Credits: 3 ▲**
- BIO 203 - Principles of Microbiology **Credits: 4 ▲**
- VET 111 - Anatomy of Animals **Credits: 3**
- VET 105 - Veterinary Medical Terminology **Credits: 1**

Total Semester I Credit Hours: 14

Semester II

- VET 201 - Principles of Pharmacology for Veterinary Technician **Credits: 3**
- VET 104 - Veterinary Clinical Laboratory I and Parasitology **Credits: 3**
- VET 112 - Veterinary Science/Nursing II **Credits: 3 ▲**
- VET 102 - Veterinary Office Application **Credits: 1**
- PSY 101 - General Psychology **Credits: 3 ▲**

Total Semester II Credit Hours: 13

Semester III

- VET 113 - Veterinary Clinical laboratory II Credits: 3
- VET 202 - Veterinary Science/Nursing III Credits: 3 ▲
- VET 203 - Veterinary Technician Imaging Techniques Credits: 3 ▲
- VET 204 - Surgery, Anesthesia, and Analgesia for Veterinary Technician Credits: 3 ▲

Total Semester III Credit Hours: 12

Semester IV

- VET 211 - Veterinary Health, Nutrition and Diseases Credits: 3 ▲
- VET 212 - Veterinary Dentistry for Veterinary Technician Credits: 2 ▲
- VET 213 - Veterinary Exotic Animals and Avian Medicine Credits: 2 ▲
- VET 214 - Veterinary Emergency and Critical Care Credits: 1 ▲
- VET 215 - Practicum in Veterinary Hospital/Clinic: Field Experience Credits: 5 ▲

Total Semester IV Credit Hours: 13

Total Credits: 65

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 Veterinary Technician Program.
- Clinical sites reserve the right to prohibit a student with a criminal background history from caring for animals in their facilities based on the infraction.

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

65 credits Veterinary Technician program (13 Program Admission Requirements)

Most classes will be held at Angels for Animals in Canfield Ohio.

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.

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.

Accounting

ACC 103 - Office Accounting

ACC 111 - Financial Accounting I

ACC 112 - Financial Accounting II

ACC 121 - Managerial Accounting

ACC 125 - Payroll Accounting

ACC 204 - Tax Accounting

ACC 211 - Intermediate Accounting I

ACC 212 - Intermediate Accounting II

ACC 215 - Computerized Accounting

ACC 221 - Cost Accounting

ACC 241 - Current Topics in Accounting

ACC 250 - Accounting Practicum

ACC 251 - Accounting Practicum Seminar

American Sign Language

ASL 101 - Beginning American Sign Language I

ASL 102 - Beginning American Sign Language II

Anthropology

ANT 102 - Cultural Anthropology

Art

ART 101 - Survey of Art History

ART 102 - Beginning Drawing

ART 103 - Beginning Opaque Water Media

ART 104 - Art History I

ART 105 - Art History II

ART 107 - Photography

ART 108 - Design Foundations

ART 115 - Digital Photography

Astronomy

AST 101 - Introduction to Astronomy

Biology

BIO 101 - Basic Anatomy

BIO 102 - Human Anatomy and Physiology

BIO 103 - Nutrition

BIO 106 - Introduction to the Biological Sciences

BIO 107 - Human Anatomy and Physiology I

BIO 108 - Human Anatomy and Physiology II

BIO 112 - Anatomy and Physiology

BIO 114 - Principles of Biology I

BIO 115 - Principles of Biology II

BIO 200 - Principles of Pharmacology

BIO 201 - Pathophysiology

BIO 203 - Principles of Microbiology

BIO 204 - Ecology

BIO 205 - Genetics

BIO 207 - Zoology

BIO 209 - Critical Thinking and Analysis in the Sciences

BIO 210 - Research Ethics in Science

BIO 265H - Biological Evolution: Biology for Honors Students

Business

BUS 101 - Introduction to Business

BUS 201 - Principles of Marketing

BUS 203 - Business Law I

BUS 204 - Business Law II

BUS 205 - Advertising and Promotion

BUS 206 - Entrepreneurship

BUS 207 - Salesmanship

BUS 209 - Customer Service

BUS 211 - Social Media Marketing

BUS 213 - Financial Management

BUS 214 - Securities and Investments

BUS 215 - Interactive Advertisement

BUS 216 - Electronic Commerce: The Strategic Perspective

BUS 217 - Consumer Behavior

BUS 221 - Business Ethics

BUS 222 - Writing for Interactive Media

BUS 252 - Business

BUS 253 - Business

BUS 254 - Business

BUS 255 - Special Topics in Business

CAN 101 - Introduction to Cannabis

CAN 102 - Cannabis Policy and Law

CAN 103 - Cannabis Symptom Management

CAN 104 - Cannabis Customer Service

Chemistry

CHM 101 - Introduction to Chemistry

CHM 102 - General Chemistry I

CHM 103 - General Chemistry II

CHM 104 - Introductory Applied Chemistry for Water/Wastewater Treatment

CHM 201 - Organic Chemistry

Civil Engineering

CIV 101 - Surveying

College Success Series

CSS 106 - Succeeding in College

Communications

COM 101 - Public Speaking

COM 105 - Interpersonal Communications

COM 110 - Conference and Group Discussion

COM 150 - Survey of Mass Media

COM 290 - Communications Seminar

COM 291 - Communications Internship

Computer Information

CIS 101 - Personal Computer Applications

CIS 222 - Spreadsheet Concepts

CIS 225 - Database Concepts

Corrections

COR 202 - Correctional Institutions in America

COR 203 - Criminology

COR 204 - Community-Based Corrections

COR 205 - Juvenile Delinquency

Criminal Justice

CJT 101 - Introduction: Criminal Justice

CJT 102 - Procedural Law

CJT 107 - Diversity in Criminal Justice

CJT 202 - Criminal Investigation

CJT 210 - Introduction to Criminal Law

CJT 213 - Police Function

CJT 215 - Victimology

CJT 222 - Homeland Security

Cyber Security

CYS 100 - Security Foundations

CYS 101 - Networking Foundations

CYS 102 - System Administration

CYS 103 - Network Defense

Data Science

DSI 101 - Basic Statistics

DSI 102 - Statistical Programming

DSI 104 - Data Wrangling and Visualization

DSI 109 - Programming Foundations

Dental Assisting

DAS 100 - Introduction to Dental Assisting

DAS 102 - Dental Sciences

DAS 103 - Preventive Dentistry

DAS 104 - Dental Materials I

DAS 105 - Chairside Assisting I

DAS 106 - Chairside Assisting II

DAS 107 - Dental Materials II

DAS 108 - Dental Anatomy

DAS 109 - Dental Radiology

DAS 110 - Clinical Education

DAS 111 - Dental Administrative Procedures

DAS 112 - Special Functions

DAS 113 - Infection Control

DAS 201 - Dental Assisting Seminar

DAS 202 - Dental Assisting Practicum

DAS 207 - Dental Anatomy for EFDA

DAS 208 - Expanded Assisting I

DAS 209 - Expanded Assisting II

DAS 210 - Directed Clinic Practice

Design Engineering

DES 110 - Drafting I

DES 111 - Drafting II

DES 115 - AutoCAD I

DES 201 - Electrical Drafting

DES 210 - Descriptive Geometry

DES 215 - Computer Aided Design II

DES 220 - Structural/Architectural Drafting

DES 221 - Piping Drafting/Map Drafting

DES 222 - Technical Illustration

DES 225 - CAD Animation

Economics

ECO 101 - Macroeconomics

ECO 102 - Microeconomics

ECO 105 - Personal Finance

Education

EDU 108 - Introduction to Learning Design

EDU 200 - Foundations of Education

EDU 201 - Instructional Technology

EDU 202 - Classroom Management: Issues and Trends

EDU 203 - Literacy, Language, and Phonics

EDU 206 - Classroom Practicum

EDU 207 - Classroom Seminar

EDU 210 - Children's Literature

EDU 219 - Characteristics of Exceptional Children

EDU 220 - Educational Psychology

Electrical/Electronics

ELE 101 - Circuits I

ELE 102 - Circuits II

ELE 121 - Electronic Circuits

ELE 130 - Digital Computer Systems

ELE 202 - AC/DC Machinery

ELE 203 - Understanding the National Electrical Code

ELE 205 - Power Distribution

ELE 207 - General Instrumentation

ELE 208 - Industrial Controls

ELE 214 - Programmable Logic Controllers

Electrical Trades

AIT 101 - Industrial Electricity I

AIT 102 - National Electrical Code I

AIT 103 - Electrical Blueprint Reading I

AIT 110 - Industrial Electricity Math I

AIT 111 - Industrial Electricity Math II

AIT 141 - Industrial Electricity II

AIT 142 - National Electrical Code II

AIT 143 - Electrical Blueprint Reading II

AIT 150 - Electrical Construction Methods

AIT 171 - Industrial Electricity III

AIT 173 - Electrical Blueprint Reading III

AIT 175 - Electric Motor Controls I

AIT 180 - Electric Machinery

AIT 190 - Industrial Safety Practices

AIT 199 - Industrial Field Experience

AIT 210 - Fundamentals of Electronics

AIT 211 - Industrial Electronics I

AIT 215 - Electric Motor Controls II

AIT 216 - Electricity for HVAC

AIT 242 - National Electrical Code III

AIT 245 - Instrumentation and Testing

AIT 251 - Industrial Electronics II

Emergency Medical Services

EMS 107 - Anatomy and Physiology for Para medicine

EMS 108 - Paramedic Theory I

EMS 109 - Paramedic Theory II

EMS 110 - Paramedic Theory III

EMS 112 - Paramedic Practical Application I

EMS 113 - Paramedic Practical Application II

EMS 114 - Paramedic Practical Application III

EMS 115 - Paramedic Practice I

EMS 116 - Paramedic Practice II

EMS 117 - Paramedic Practice III

EMS 200 - Paramedic Capstone Experience

EMS 201 - EMS Instructor Course

Engineering Technologies

EGT 110 - Materials/Metallurgy

EGT 291 - IT and Engineering Practicum

EGT 299 - Special Topics in Information Technologies

English/Literature

ENG 070 - Integrated Reading & Writing I

ENG 095 - Integrated Reading and Writing II

ENG 101 - English Composition I

ENG 101A - English Composition I with 1 hr. Support

ENG 102 - English Composition II

ENG 103 - Business Communications

ENG 104 - Technical and Professional Writing

ENG 151 - Creative Writing

ENG 201 - Introduction to Literature

ENG 202 - Survey of World Literature

ENG 203 - Special Topics in Literature

ENG 205 - Women in Literature

ENG 207 - Film and Literature

ENG 208 - Short Stories

ENG 212 - Environmental Literature

ENG 220 - Modern Poetry

ENG 252 - Survey British Literature I

ENG 253 - Survey British Literature II

ENG 254 - American Literature I: Early Period

ENG 255 - American Literature II: Late Period

Environmental Science

ENV 101 - Introduction to Environmental Science

ENV 102 - Environment Sustainability

ENV 103 - Environmental Field Biology

ENV 104 - Environmental Occupational Health and Safety

ENV 105 - Waste Management

ENV 106 - Environmental Principles of Water Resources

ENV 107 - Environmental Geology

ENV 108 - Environmental and Natural Resources Policy

ENV 109 - Hazardous Waste

ENV 110 - Green Infrastructure

ENV 111 - Social-Ecological Systems and Sustainability

ENV 201 - Current Issues in Environmental Science Seminar

ENV 202 - Environmental Soil Biology

ENV 203 - Environmental Chemistry

ENV 206 - Global Perspectives in Alternative Energy Sources

ENV 207 - Environmental Toxicology

Fire Science

FIR 101 - Introduction to Fire and Emergency Services

FIR 103 - Fire Protection and Detection Systems

FIR 104 - Fire Prevention

FIR 105 - Occupational Safety and Health for Emergency Services

FIR 111 - Building Constructions for Fire and Life Safety

FIR 120 - Public Sector Community Relations and Customer Service

FIR 121 - Combustion Processes and Fire Behavior

FIR 201 - Fire Service Hydraulics

FIR 202 - Legal Aspects of Emergency Services

FIR 203 - Principles of Fire and Emergency Services Administration

FIR 220 - Fire Ground Strategy and Tactics

FIR 230 - Fire Investigation Methods

FIR 231 - Hazardous Materials Operations and Command

FIR 240 - Emergency Services Safety and Survival

Geography

GEO 101 - World Geography

GEO 102 - Physical Geography

GEO 201 - Human/Cultural Geography

Geology

GEL 101 - Introduction to Geology

GEL 111 - Earth Science

Health Sciences

HSC 101 - Medical Terminology

HSC 102 - First Aid/CPR

HSC 103 - Law and Ethics

HSC 104 - Medical Insurance

HSC 106 - Administrative Medical Office Skills

HSC 108 - Nurse Aide TCE Program

HSC 122 - ACLS Advanced Cardiac Life Support

HSC 123 - PALS Pediatric Advanced Life Support

History

HIS 101 - World Civilization I

HIS 102 - World Civilization II

HIS 104 - U. S. History

HIS 105 - U. S. History

HIS 201 - African-American History

Hospitality

HOS 101 - Fundamentals of Food Service Industry

HOS 102 - Fundamentals of Food Safety

HOS 200 - Food and Beverage Operations

HOS 201 - Hotel and Convention Management

HOS 202 - Event Management

HOS 203 - Food Service Management

Interactive Digital Media

IDM 111 - Web Languages

IDM 121 - Interactive Media Programming

IDM 131 - Modern Storytelling

IDM 135 - Games Through The Ages

IDM 201 - Digital Images

IDM 202 - Digital Graphics

IDM 203 - Digital Animation

IDM 204 - Digital Video Production

IDM 205 - Digital Publishing

IDM 211 - Web Site Development

IDM 221 - Advanced Web Languages: PHP Programming

IDM 251 - Capstone in Internet and Digital Media Design

IDM 275A - Game Design Studio

IDM 275B - Game Production and Marketing

Italian

ITL 101 - Elementary Italian I

ITL 102 - Elementary Italian II

ITL 201 - Intermediate Italian

ITL 202 - Intermediate Italian II

Machining

MAC 200 - Drafting for Machining

MAC 201 - Introduction to Machining Processes

MAC 202 - Introduction to Manufacturing Processes Manual Milling

MAC 203 - Introduction to Manufacturing Manual Lathe Process

MAC 204 - Computer Numerical Control Lathe - Operation

MAC 205 - Computer Numerical Control Mill - Operation

MAC 206 - Computer Numerical Control Mill Programming and Operation

MAC 207 - Computer Numerical Control Lathe Programming and Operation

Management

MGT 101 - Intro to Project Management

MGT 201 - Principles of Management

MGT 202 - Organizational Behavior

MGT 203 - Intro to Logistics

MGT 204 - Risk Management

MGT 205 - Introduction to Quality Improvement

MGT 206 - Business Management Capstone

MGT 208 - Human Resources Management

MGT 210 - Leadership Development and Team Building

MGT 211 - Training Concepts

MGT 212 - Compensation Management

MGT 213 - Employee Benefits

MGT 214 - Introduction to the U. S. Healthcare System

MGT 215 - Healthcare Management

MGT 216 - Healthcare Finance

MGT 217 - Introduction to Labor and Workplace Management

MGT 218 - Contract Administration

MGT 221 - Law of the Workplace

MGT 222 - Project Scheduling and Control

MGT 229 - Collective Bargaining

Mathematics

MTH 070 - Foundations of Math

MTH 095 - Introductory Algebra

MTH 099 - Intermediate Algebra

MTH 100 - Mathematics for Elementary Teachers I

MTH 103 - Business Math

MTH 105 - Quantitative Reasoning

MTH 108 - Introductory Applied Math for Water/Wastewater Treatment

MTH 109 - Math for Welding Technology

MTH 110 - Technical Algebra

MTH 111 - Technical Trigonometry

MTH 120 - College Algebra

MTH 121 - College Trigonometry

MTH 128 - Statistics

MTH 150 - Shop Floor Calculations I

MTH 160 - Shop Floor Calculations II

MTH 220 - Calculus and Analytic Geometry I

MTH 221 - Calculus and Analytic Geometry II

Mechanical Engineering Technology

MCH 102 - Industrial Hydraulics

MCH 110 - Engineering Materials

MCH 201 - Applied Mechanics I (Statics)

MCH 202 - Applied Mechanics II (Dynamics)

MCH 204 - Introduction to Manufacturing Processes

MCH 208 - CNC (Lathe and Milling)

MCH 209 - FMS (Flexible Manufacturing System)

MCH 210 - Strength of Materials

MCH 230 - Mechanical Component Design

Medical Assisting

MAS 101 - Clinical Skills I

MAS 102 - Clinical Skills II

MAS 103 - Medical Assisting Laboratory Skills

MAS 104 - Medical Assisting Seminar

MAS 105 - Medical Assisting Practicum

MAS 106 - Medical Assisting Exam Prep

Medical Coding/Health Information Management

HIM 102 - Introduction to Health Records

HIM 104 - Reimbursement Methodologies

HIM 106 - ICD Coding

HIM 113 - Computers, Statistics and Quality

HIM 115 - Computers and Quality

HIM 210 - Advanced Coding

HIM 216 - CPT Coding

HIM 218 - Professional Practicum I

HIM 230 - Legal and Ethical Concepts in Healthcare

HIM 248 - HIM Practicum II

HIM 251 - Healthcare Indexes/Registries

HIM 252 - Management of Health Information Services

HIM 296 - HIM Capstone and Seminar

Music

MUS 101 - Music Appreciation

MUS 102 - Music Fundamentals

MUS 121 - Special Topics in Music

Networking

NET 107 - Introduction to Information Technology

NET 108 - Introduction System Administration

NET 109 - Introduction Cyber Security

NET 126 - A+ Essentials and Practical Application

NET 128 - Windows Client Configuration

NET 132 - Networking

NET 133 - Networking II

NET 140 - Introductory Windows Server

NET 141 - Intermediate Windows Server

NET 227 - Linux

NET 232 - Security

NET 291 - Information Technology Capstone

Nursing

NUR 102 - Fundamentals

NUR 103 - Certified Healthcare Worker to RN Transition Course

NUR 104 - Introduction to Nursing

NUR 200 - Advanced Medical-Surgical Nursing I

NUR 201 - LPN to ADN. Transition Course

NUR 203 - Mental-Health Nursing

NUR 204 - Maternal-Health Nursing

NUR 205 - Child-Health Nursing

NUR 206 - Advanced Medical-Surgical Nursing II

NUR 207 - Advanced Medical-Surgical Nursing III

NUR 208 - Nursing Leadership and Management

Paralegal

PLG 101 - Introduction to Paralegal Studies and Ethics

PLG 102 - Legal Research and Writing I

PLG 103 - Legal Research and Writing II

PLG 105 - Litigation/Civil Procedure

PLG 201 - Real Property/Real Estate Law

PLG 203 - Torts

PLG 205 - Contracts

PLG 207 - Law Office Technology

PLG 210 - Criminal Law

PLG 212 - Estate Law

PLG 215 - Family Law

PLG 250 - Paralegal Practicum

Patient Health Navigator

PHN 101 - Patient Health Navigator I

PHN 102 - Patient Health Navigator II

PHN 103 - End of Life Ethics

PHN 104 - Patient Health Navigator Seminar

PHN 105 - Patient Health Navigator Capstone

Peace Officers Academy (Police Academy)

POA 110 - Firearms

POA 111 - NHTSA Standards and Procedures

POA 112 - Self Defense I

POA 113 - Criminal Law

POA 114 - Police Procedures

POA 115 - Community Oriented Policing

POA 116 - Physical Training I

POA 117 - Physical Training II

POA 118 - Self Defense II

POA 120 - Technical Report Writing

Philosophy

PHI 101 - Introduction to Philosophy

PHI 201 - History of Philosophy: Ancient through Modern

PHI 202 - Ethics

Physics

PHY 106 - College Physics I

PHY 107 - College Physics II

PHY 126 - Science/Engineering Physics I

PHY 127 - Science/Engineering Physics II

Political Science

PSC 101 - American Government

PSC 102 - Comparative Politics

Practical Nursing

PNR 101 - Introduction to Practical Nursing

PNR 102 - Practical Nursing Fundamentals

PNR 104 - Medical/Surgical Nursing I

PNR 106 - Medical/Surgical Nursing II

PNR 107 - Maternal/Child Health Nursing

PNR 108 - Child Health Nursing

Prior Learning Assessment

PLA 100 - Portfolio Development

Professional Office Management

POM 103 - Document Formatting

POM 202 - Introduction to Microsoft Word

POM 203 - Advanced Microsoft Word

POM 207 - Office Publications

POM 208 - PowerPoint

POM 214 - General Office Procedures

POM 253 - Professional Office Management Capstone

Programming and Development

PGD 100 - Coding from Scratch

PGD 101 - Front End Foundations

PGD 102 - Programming Foundations

PGD 103 - Front End Frameworks

Psychology

PSY 101 - General Psychology

PSY 201 - Child Development

PSY 203 - Social Psychology

PSY 205 - Human Growth and Development

PSY 211 - Abnormal Psychology

Radiology

RAD 102 - Radiographic Procedures I

RAD 103 - Directed Practice I

RAD 104 - Methods of Patient Care with an Introduction to Radiology

RAD 105 - Radiography I

RAD 106 - Radiographic Procedures II

RAD 107 - Directed Practice II

RAD 108 - Directed Practice III

RAD 201 - Radiography II

RAD 202 - Radiologic Physics

RAD 203 - Directed Practice IV

RAD 204 - Radiography III

RAD 205 - Directed Practice V

Respiratory Therapy Technology

RES 101 - Introduction: Respiratory Therapy

RES 102 - Basic Respiratory Therapeutics

RES 103 - Cardiopulmonary Pharmacology

RES 104 - Practicum I/Seminar I

RES 105 - Cardiopulmonary Diagnostics

RES 106 - Directed Practice I/Lecture I

RES 107 - Cardiopulmonary/Renal Anatomy/

RES 201 - Critical Care I

RES 202 - Cardiopulmonary Pathology

RES 203 - Practicum II/Seminar II

RES 204 - Critical Care II

RES 205 - Respiratory Seminar

RES 206 - Practicum III/Seminar III

Safety

SAF 101 - OSHA 30 General Industry Training Course

Social Work

SOC 105 - Sociology of Addiction

SWK 101 - Introduction to Social Work

SWK 102 - Social Welfare and Policy I

SWK 103 - Social Work and Deviant Behavior

SWK 104 - Introduction to Mental Health

SWK 105 - Introduction to Medical Social Work

SWK 201 - Substance Abuse and Sociological/Psychological Disorders

SWK 202 - Death, Dying and Bereavement

SWK 203 - Social Welfare and Policy II

SWK 204 - Social Work Research

SWK 205 - Social Work with the Elderly

SWK 206 - Human Behavior and the Social Environment I

SWK 207 - Human Behavior and the Social Environment II

SWK 208 - Generalist Practice I

SWK 209 - Social Work Practicum

SWK 210 - General Practice II

Sociology

SOC 101 - Introduction to Sociology

SOC 104 - Sociology of Aging

SOC 110 - Sociology of Marriage and Family

SOC 203 - Race and Minority Groups

SOC 205 - Social Problems

Spanish

SPA 101 - Elementary Spanish I

SPA 102 - Elementary Spanish II

SPA 201 - Intermediate Spanish I

SPA 202 - Intermediate Spanish II

Teacher Education

ECE 101 - Cognitive and Physical Development of the Child

ECE 102 - Social and Emotional Development of the Child

ECE 106 - Care and Development of Toddlers

ECE 107 - Administration of Childcare Centers

ECE 110 - Wellness and Safety in Early Childhood

ECE 111 - Society, Family, and Diversity in Early Childhood

ECE 113 - Integrating Math and Science in Early Childhood Curriculum

ECE 114 - Integrating Music, Art and Play in Early Childhood Curriculum

Theatre

THE 101 - Introduction to the Theatre

THE 201 - History of the Theatre

Veterinary Technician

VET 101 - Introduction to Veterinary Technician Program

VET 102 - Veterinary Office Application

VET 103 - Veterinary Science/Nursing I

VET 104 - Veterinary Clinical Laboratory I and Parasitology

VET 105 - Veterinary Medical Terminology

VET 111 - Anatomy of Animals

VET 112 - Veterinary Science/Nursing II

VET 113 - Veterinary Clinical laboratory II

VET 201 - Principles of Pharmacology for Veterinary Technician

VET 202 - Veterinary Science/Nursing III

VET 203 - Veterinary Technician Imaging Techniques

VET 204 - Surgery, Anesthesia, and Analgesia for Veterinary Technician

VET 211 - Veterinary Health, Nutrition and Diseases

VET 212 - Veterinary Dentistry for Veterinary Technician

VET 213 - Veterinary Exotic Animals and Avian Medicine

VET 214 - Veterinary Emergency and Critical Care

VET 215 - Practicum in Veterinary Hospital/Clinic: Field Experience

Welding

WLD 111 - Shielded Metal Arc Welding (SMAW) I

WLD 121 - Shielded Metal Arc Welding (SMAW) II

WLD 201 - Shielded Metal Arc Welding (SMAW) III

WLD 202 - Blueprint Reading for Welders

WLD 211 - Open Root Groove Welds on Plate

WLD 212 - Open Root Groove Welds on Pipe

WLD 213 - Gas Metal Arc Welding (GMAW/Mig) and Flux Cored Arc Welding (FCAW)

WLD 214 - Gas Tungsten Arc Welding (GTAW/Tig)

WLD 222 - Welding Fabrication, Layout, and Design

WLD 251 - Welding Practicum

Admissions

Eastern Gateway Community College's open admissions policy provides guaranteed acceptance to students with equal access to quality educational programs. Guaranteed acceptance is awarded once the college application is completed. As part of the application process, students must provide proof of high school

completion by submitting either a high school transcript, high school equivalency (GED), proof of associate degree, or self-certification acknowledgement.

The self-certification is the student's acknowledgement that they completed high school or obtained a high school equivalency (GED) that can be used in lieu of the transcript or diploma.

For those degrees that have program requirements, each student must provide proof of an adequate background to enter the program or complete placement testing (Accuplacer). Eastern Gateway Community College offers introductory courses which provide the opportunity to develop sufficient background and subsequently enter the desired course/program. This can be established via multiple measures which include placement testing, submission of previous college credit for evaluation, SAT/ACT scores. Placement testing is recommended prior to registering for courses. The test is offered both in seat and virtual.

Assessment testing is optional for students. Test of Adult Basic Education (TABE) is the official assessment test used by the college and is offered in seat and virtual. The TABE test is a diagnostic test that determines deficient areas in math and language. Students may opt in or out of assessment testing at different intervals of the admissions and registration process.

Applications for admission can be obtained at www.egcc.edu/admission/. The application is to be completed and submitted to the Admissions Office.

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

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 (POG) or complete the self-certification acknowledgement. A copy of a transcript or equivalency can be mailed or electronically sent 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 with graduation date. Any electronically sent transcripts must 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 printout.
3. Certificate of completion of an approved home school program signed by the program principal.
4. An official college transcript of an associate degree or higher, from an accredited institution.
5. Copy of high school diploma with date of graduation and official signature.
6. Self-certification acknowledgement completed as part of the admissions application and/or the Free Application for Federal Student Aid (FAFSA).
7. Foreign high school diplomas/transcripts are acceptable; see section, "Foreign Transcripts" on the following page.

All credentials submitted for admissions become the property of the College and are not returnable or transferable.

Self-Certification Acknowledgment - Students may self-certify on the FAFSA and/or the admissions application that a high school diploma or high school equivalency certificate has been received or secondary school through homeschooling as defined by state law has been completed. If information is conflicting, registration for courses will be restricted until clarification is provided. In some cases, EGCC may require the submission of official copies of the diploma, transcript, or high school equivalency to resolve the conflict. Official copies of POG take precedence over any self-certification acknowledgment.

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

Proof of Graduation Validity Confirmation - Following submission of an enrollment application, students will meet with an academic advisor to be approved for course registration and to verify validity of proof of graduation documentation. If EGCC has reason to believe official POG credentials submitted, or listed on the self-certification acknowledgment, are not valid or were not obtained from an entity that provides secondary school education in accordance with 34 C.F.R. § 668.16(p), a registration hold will remain on the student's account until the information provided is validated. Validation will require submission of an official POG copy and a transcript showing all courses taken along with the graduation date. Alternatively, EGCC may verify validity by checking with the high school to confirm the validity of the diploma AND confirming with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. When validity is confirmed, the student will be permitted to register for courses.

Foreign Transcript

Students who have successfully completed secondary school outside the United States must have their transcript evaluated by a transcript evaluation agency (see below list of, "Approved and Accepted International Verification Agencies"). The cost of the evaluation is the responsibility of the student. In most cases, the student must submit documents issued by the school, the ministry of education, the government, or official office responsible for issuing school records. The evaluation must demonstrate that the foreign secondary school credentials are equivalent to a U.S. high school diploma. The agency should send the evaluation directly to the EGCC Admissions Office.

Self-certification that a student has completed a foreign high school (or equivalent) education is only acceptable if:

- On the FAFSA, the student is selected for verification tracking groups V4 or V5 in which the student must provide proof of high school completion; and
- It is impossible for a refugee, asylee, or victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country.

In these cases, the student must:

- Present their entry status documentation that demonstrates their current or prior status as a refugee, asylee, or victim of human trafficking who entered the U.S. after the age of 15; and
- Provide proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country (i.e., a copy of an email or letter, with proof of mailing).

Students who have completed college level coursework outside the United States must have their transcript evaluated by a transcript evaluation agency (see below list of, "Approved and Accepted International Verification Agencies").

The cost of the evaluation is the responsibility of the student. 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 agency should send the evaluation directly to the EGCC Admissions Office.

Approved and Accepted International Verification Agencies

Academic Credentials Evaluation Institute, Inc.

American Education Research Corporation

Foreign Credential Evaluations, Inc.

Foreign Credentials Service of America

Scholaro (Foreign Credits, Inc.)

Globe Language Services, Inc.

International Evaluation Services

SDR Educational Consultants

Uredo

A2Z Evaluations, LLC

Academic Evaluation Services, Inc.

Center for Applied Research, valuations, & Education, Inc.

E-ValReports

Educational Credential Evaluators, Inc.

Educational Perspectives, nfp.

Educational Records Evaluation Service, Inc

Evaluation Service, Inc.

Foreign Academic Credential Service, Inc.

Foundation for International Services, Inc.

Global Credential Evaluators, Inc.

International Academic Credential Evaluators, Inc.

International Consultants of Delaware, Inc.

Josef Silny & Associates, Inc. International Education Consultants

SpanTran: The Evaluation Company

Transcript Research

World Education Services, Inc.

Association of International Credentials Evaluators, Inc.

International Academic Credential Evaluators, Inc.

World Educational Credential Evaluators

Education Consultants & Evaluators International

Worldwide Education Evaluators, Inc.

International Education Evaluations, Inc

International Students: International or foreign transient students should contact Michael Conrad at mconrad@egcc.edu for further information.

Placement Testing Policy

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.

Admissions Placement Chart

Math Placement

Compass

****We will accept scores until August 1, 2020****

Pre-Algebra

- MTH 070 - Foundations of Math **Credits: 0** Score: 0-35
- MTH 095 - Introductory Algebra **Credits: 0** Score: 36-100
- MTH 103 - Business Math **Credits: 3** Score: 36-100
- MTH 105 - Quantitative Reasoning **Credits: 3** Score: 36-100
- MTH 150 - Shop Floor Calculations I **Credits: 3** Score: 36-100

Algebra

- MTH 095 - Introductory Algebra **Credits: 0** Score: 0-35
- MTH 103 - Business Math **Credits: 3** Score: 0-35
- MTH 105 - Quantitative Reasoning **Credits: 3** Score: 0-35
- MTH 150 - Shop Floor Calculations I **Credits: 3** Score: 0-35
- MTH 099 - Intermediate Algebra **Credits: 0** Score: 36-100
- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3** Score: 36-100
- MTH 102 - Score: 36-100
- MTH 128 - Statistics **Credits: 3** Score: 36-100

College Algebra

- MTH 110 - Technical Algebra **Credits: 3** Score: 0-100
- MTH 111 - Technical Trigonometry **Credits: 3** Score: 0-100
- MTH 120 - College Algebra **Credits: 4** Score: 0-100
- MTH 121 - College Trigonometry **Credits: 3** Score: 0-100

Trigonometry

- MTH 110 - Technical Algebra **Credits: 3** Score: 0-50
- MTH 111 - Technical Trigonometry **Credits: 3** Score: 0-50
- MTH 120 - College Algebra **Credits: 4** Score: 0-50
- MTH 121 - College Trigonometry **Credits: 3** Score: 0-50
-
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4** Score: 51-100

Accuplacer Classic

****We will accept scores until August 1, 2023****

Arithmetic

- MTH 070 - Foundations of Math **Credits: 0** Score: 0-51
- MTH 095 - Introductory Algebra **Credits: 0** Score: 52-74
- MTH 103 - Business Math **Credits: 3** Score: 52-74
- MTH 105 - Quantitative Reasoning **Credits: 3** Score: 52-74
- MTH 150 - Shop Floor Calculations I **Credits: 3** Score: 52-74
- MTH 099 - Intermediate Algebra **Credits: 0** Score: 75-120
- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3** Score: 75-120
- MTH 128 - Statistics **Credits: 3** Score: 75-120

Elementary Algebra

- MTH 095 - Introductory Algebra **Credits: 0** Score: 20-54
- MTH 103 - Business Math **Credits: 3** Score: 20-54
- MTH 105 - Quantitative Reasoning **Credits: 3** Score: 20-54
- MTH 150 - Shop Floor Calculations I **Credits: 3** Score: 20-54
- MTH 099 - Intermediate Algebra **Credits: 0** Score: 55-120
- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3** Score: 55-120
- MTH 102 - Score: 55-120
- MTH 128 - Statistics **Credits: 3** Score: 55-120

College Level Math

- MTH 099 - Intermediate Algebra **Credits: 0** Score: 0-54
- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3** Score: 0-54
- MTH 102 - Score: 0-54
- MTH 128 - Statistics **Credits: 3** Score: 0-54
- MTH 110 - Technical Algebra **Credits: 3** Score: 55-83
- MTH 111 - Technical Trigonometry **Credits: 3** Score: 55-83
- MTH 120 - College Algebra **Credits: 4** Score: 55-83
- MTH 121 - College Trigonometry **Credits: 3** Score: 55-83
-
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4** Score: 84-120

Accuplacer

NEXT GENERATION

Arithmetic

- MTH 070 - Foundations of Math **Credits: 0** Score: 200-249
- MTH 095 - Introductory Algebra **Credits: 0** Score: 250-300
- MTH 103 - Business Math **Credits: 3** Score: 250-300

- MTH 105 - Quantitative Reasoning **Credits: 3** Score: 250-300
- MTH 150 - Shop Floor Calculations I **Credits: 3** Score: 250-300

Quantitative Reasoning, Algebra & Statistics (QAS)

- MTH 095 - Introductory Algebra **Credits: 0** Score: 200-262
- MTH 103 - Business Math **Credits: 3** Score: 200-262
- MTH 105 - Quantitative Reasoning **Credits: 3** Score: 200-262
- MTH 150 - Shop Floor Calculations I **Credits: 3** Score: 200-262
- MTH 099 - Intermediate Algebra **Credits: 0** Score: 263-300
- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3** Score: 263-300
- MTH 102 - Score: 263-300
- MTH 128 - Statistics **Credits: 3** Score: 263-300

Advanced Algebra & Functions (AAF)

- MTH 099 - Intermediate Algebra **Credits: 0** Score: 200-263
- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3** Score: 200-263
- MTH 102 Score: 200-263
- MTH 128 - Statistics **Credits: 3** Score: 200-263
- MTH 110 - Technical Algebra **Credits: 3** Score: 263-275
- MTH 111 - Technical Trigonometry **Credits: 3** Score: 263-275
- MTH 120 - College Algebra **Credits: 4** Score: 263-275
- MTH 121 - College Trigonometry **Credits: 3** Score: 263-275
-
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4** Score: 276-300

ACT

Math

- MTH 070 - Foundations of Math **Credits: 0** Score: 15
- MTH 095 - Introductory Algebra **Credits: 0** Score: 16-17
- MTH 103 - Business Math **Credits: 3** Score: 16-17
- MTH 105 - Quantitative Reasoning **Credits: 3** Score: 16-17
- MTH 150 - Shop Floor Calculations I **Credits: 3** Score: 16-17
- MTH 099 - Intermediate Algebra **Credits: 0** Score: 18-21
- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3** Score: 18-21
- MTH 102 - Score: 18-21
- MTH 128 - Statistics **Credits: 3** Score: 18-21
- MTH 110 - Technical Algebra **Credits: 3** Score: 22-27
- MTH 111 - Technical Trigonometry **Credits: 3** Score: 22-27
- MTH 120 - College Algebra **Credits: 4** Score: 22-27
- MTH 121 - College Trigonometry **Credits: 3** Score: 22-27

-
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4** Score: 28-36

SAT

Math

- MTH 070 - Foundations of Math **Credits: 0** Score: NA
- MTH 095 - Introductory Algebra **Credits: 0** Score: NA
- MTH 103 - Business Math **Credits: 3** Score: NA
- MTH 105 - Quantitative Reasoning **Credits: 3** Score: NA
- MTH 150 - Shop Floor Calculations I **Credits: 3** Score: NA
- MTH 099 - Intermediate Algebra **Credits: 0** Score: NA
- MTH 100 - Mathematics for Elementary Teachers I **Credits: 3** Score: NA
- MTH 102 - Score: NA
- MTH 128 - Statistics **Credits: 3** Score: NA
- MTH 110 - Technical Algebra **Credits: 3** Score: 530
- MTH 111 - Technical Trigonometry **Credits: 3** Score: 530
- MTH 120 - College Algebra **Credits: 4** Score: 530
- MTH 121 - College Trigonometry **Credits: 3** Score: 530
-
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4** Score: 621-800

English Placement

Compass

****We will accept scores until August 1, 2020****

Writing

- ENG 070 - Integrated Reading & Writing I **Credits: 0** Score: 0-34
- ENG 095 - Integrated Reading and Writing II **Credits: 0** Score: 35-74
- ENG 101 - English Composition I **Credits: 3** Score: 75-100

Accuplacer Classic

****We will accept scores until August 1, 2023****

Composite

- ENG 070 - Integrated Reading & Writing I **Credits: 0** Score: 0-51
- ENG 095 - Integrated Reading and Writing II **Credits: 0** Score: 52-78
- ENG 101 - English Composition I **Credits: 3** Score: 79-120

Sentence Skills

- ENG 101 - English Composition I **Credits: 3** Score: 88-120

Reading Comprehension

- ENG 101 - English Composition I **Credits: 3** Score: 80-120

Accuplacer

NEXT GENERATION

Writing

- ENG 070 - Integrated Reading & Writing I **Credits: 0** Score: 200-236
- ENG 095 - Integrated Reading and Writing II **Credits: 0** Score: 237-262
- ENG 101 - English Composition I **Credits: 3** Score: 263-300

Reading

- ENG 070 - Integrated Reading & Writing I **Credits: 0** Score: 200-236
- ENG 095 - Integrated Reading and Writing II **Credits: 0** Score: 237-262
- ENG 101 - English Composition I **Credits: 3** Score: 263-300

ACT

Writing

- ENG 070 - Integrated Reading & Writing I **Credits: 0** Score: 0-12
- ENG 095 - Integrated Reading and Writing II **Credits: 0** Score: 12-17
- ENG 101 - English Composition I **Credits: 3** Score: 18-36

SAT

Writing

- ENG 070 - Integrated Reading & Writing I **Credits: 0** Score: NA

- ENG 095 - Integrated Reading and Writing II **Credits: 0** Score: NA
- ENG 101 - English Composition I **Credits: 3** Score: 480

Local Proficiency Tests

Anatomy

- BIO 101 - Basic Anatomy **Credits: 3** Score: 0-29
- BIO 102 - Human Anatomy and Physiology **Credits: 3** Score: 30-40

Chemistry

- CHM 101 - Introduction to Chemistry **Credits: 4** Score: 0-13
- CHM 102 - General Chemistry I **Credits: 4** Score: 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.

An official transcript waiver form is available to students who do not wish to submit an official college transcript for registration purposes. The waiver form can be requested from Enrollment Services or the Registrar's office.

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 be completed as the college receives official transcripts from previously attended 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 0.67 to establish semester hours. If not equivalent to the credits associated with the class at Eastern Gateway, no credit will be given.

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 "TC" 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. 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 Advisor prior to registration at the other institution

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. You will receive an e-mail when your evaluation is complete. Your evaluation becomes part of your permanent student file.

Transcript Time Limit Policy:

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, PowerDistribution, 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 Vice President of Academic Affairs and provide a copy of the appeal.
3. If the request is denied, the written correspondence to the student will outline the process for appealing to the state level Articulation and Transfer Appeals Review Committee of the Ohio Department of Higher Education.

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.

Transcript Requests

Eastern Gateway Community College partners with the National Student Clearinghouse (NSC) for ordering of EGCC official transcripts. Transcript requests can be made through the college's website at:

<https://egcc.edu/academics/general-information/transcript-request/>.

Transcript Requests:

Type	Method	Delivery	Cost	Processing Time
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Electronic/PDF Transcript	Online via NSC	Email is sent to recipient to download pdf transcript. The retrieval link will expire in 30-days.	\$11.25	1-3 business days
Paper Transcript	Online via NSC	USPS	\$10.25	1-3 business days for processing. Allow delivery time through USPS
Paper Transcript/Pick up at Campus	Online via NSC	Pick up at campus (Steubenville or Youngstown)	\$10.25	1-2 business days

- Students with a financial hold on their account cannot have an official transcript released. Please contact EGCC's Business Office to set up a payment plan (800-682-6553 ext 1625). If a student has a Business/Financial hold on their account, the transcript order will be canceled. Once hold is cleared, a new order must be placed.
- Current students can request transcripts be processed at a future date, so the current term's GRADES are posted. Official transcript requests denoted with Hold for Grades on the order will not be processed until 7 days after the end of the semester.
- This electronic transcript will be sent as a PDF. Your recipient will receive 2 emails: one with a passcode unique to your transcript; a second email contains a link to a secure server to download your transcript. The electronic transcript is not sent as an email attachment.
- Once you place your order refunds are not issued; please check the recipient mailing address/email address for accuracy prior to submitting your order.

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, PLA 100, 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 work experience the opportunity to not take certain courses that would normally be required before taking more advanced course work. To do this, students have the option to request a proficiency examination which is comprehensive enough to represent the entire content of a course that is offered during any 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.

No more than three (3) proficiency exams will be permitted. If additional exam(s) are requested, an approval by the Academic Dean would be required. If the request is denied by the Academic Dean, the request could be appealed to the Senior Vice President of Academic Affairs. The decision by the Senior Vice President of Academic Affairs will be final.

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.

ACE (American Council on Education)

ACE credits must comply with all admission procedures for Eastern Gateway Community college and its program delivery partners. An official evaluation of ACE credit will not be completed until the student has been admitted to Eastern Gateway and has submitted official transcripts. ACE credits will be reviewed based on the recommendation of the agency and Eastern Gateway Community College policies.

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 for further information.

Health Sciences Programs Admissions Criteria

Summary of Program Application/Admission Criteria for 2022-2024

	Medical History	Health Insurance Verification	High School Transcript or GED score of 45 or Certificate of Homeschool	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
Dental Assisting	Required	Required	Required	ENG 095, or MTH 070		18
EFDA	Required	Required	Required		Dental Assistant Certified by the Dental Assisting National Board (DANB), Registered Dental Assistant by American Medical Technologists (AMT) or the Ohio Commission on Dental Assistant Certification (CODA); a registered dental hygienist who has graduated from an accredited dental	8

					hygiene program or a graduate of an unaccredited dental college located outside of the United States	
Medical Assisting	Required	Required	Required			25
Nursing-AD	Required	Required	Required	BIO 107, Algebra I (high school/college equivalent), Chemistry (high school /college equivalent)	Successful Completion of TEAS Entrance Exam	30
Nursing-AD (LPN to ADN)	Required	Required	Required	BIO 107, BIO 108, ENG 101, PSY 101, Chemistry (high school/college equivalent)	Current Ohio LPN License; Successful Completion of TEAS LPN to ADN Entrance Exam	30
Nursing-AD (Health Care Worker to ADN)	Required	Required	Required	BIO 107, BIO 108, ENG 101, PSY 101, Chemistry (high school/college equivalent)	Current Certification or Registry as Medical Assistant, Respiratory Therapist or paramedic; successful completion of TEAS Entrance Exam	30
Nursing-Practical (LPN)	Required	Required	Required	HSC 102, HSC 108, ENG 101, MTH 095	Successful completion of TEAS Entrance Exam; current STNA certification	30
Paramedic	Required	Required	Required	ENG 070, or MTH 070	EMS Exam; current Ohio EMT or A-EMT license	16
Radiology Technology	Required	Required	Required	ENG 095, MTH 095,	Successful completion of TEAS Entrance Exam	16

Respiratory Therapy	Required	Required	Required	ENG 095, MTH 099		21
Veterinary Technician	Required	Required	Required	CSS 106, ENG 101, MTH 105, CHM 101, HSC 101	Minimum of 2.5 cumulative GPA; 40 hours of field experience	25

It is the responsibility of the applicant to submit completed program prerequisites to the Dean of Health, Science and Public Service office.

ACT/SAT Scores:

- ACT - English 18, Math 22
- SAT - Writing 480, Math 530

HEALTH, SCIENCE AND PUBLIC SERVICE

HEALTH REQUIREMENTS MUST BE COMPLETED BEFORE STARTING CLINICALS

HEALTH PROGRAMS	Dental Assisting Prior to DAS 110	EFDA Prior to DAS207	EMT Advanced-EMT Paramedic 30 DAYS from start of program	Medical Assisting Prior to Practicum
Medical History	X		X	X
Physical Exam	X		X	X
Dental Exam	X			
TDAP (every 10 years)			X	X
Tuberculosis Detection	X *(or 2-step Mantoux)	X *(or 2-step Mantoux)	X *	X *
Hepatitis B Vaccine Series	X ***	X ***	X	X
MMR Vaccines I & II			X **	X **
Varicella Vaccines I & II (if no documented Hx of Chicken Pox) or Positive Titer	X	X	X	X
Verification of Antibody Status			X	X

Influenza Vaccine				X	X
10 Panel Drug Screening				X Paramedics only	<input type="checkbox"/>
Health Insurance		X	X	X	X
CPR Card		X ****	X ****	X *****	X *****
BCI & I and FBI Background Check		X	X	X <input type="checkbox"/>	X <input type="checkbox"/>
Technical Standards		X	X	X	X
Health Programs	Phlebotomy Technician Prior to the start of the program	Practical Nursing Prior to Clinical	ADN and ADN HCW to ADN LPN to ADN Prior to Clinical	Radiology Technology Prior to Clinical	Respiratory Therapy Prior to Clinical
Medical History	X	X	X	X	X
Physical Exam	X	X	X	X	X
Color Blindness Testing	X				
TDAP (every 10 years)	X	X	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 **	X **	X **
Varicella Vaccines I & II (if no documented Hx of Chicken Pox) or Positive Titer	X	X	X	X	X
Verification of Antibody Status	X	X	X	X	X
Influenza Vaccine	X	X	X	X	X
10 Panel Drug Screening	X	X	X	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

X Required

* Options: QuantiFERON Gold blood test required unless otherwise noted(Chest x-ray only accepted if positive PPD)

** Titer if MMR prior to 1979z

*** 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; These CPR, BLS and ACLS course providers are accepted by DANB as meeting certification and recertification requirements. Courses must include CP and a hands-on exam must be taken.

- The American Red Cross (ARC)
- The American Heart Association (AHA)
- The American Safety and Health Institute (ASHI)
- American CPR Care Associates
- American CPR Training
- American Environmental Health and Safety
- American Health Care Academy
- Canadian Red Cross
- Emergency Care and Safety Institute
- Emergency First Response
- Emergency Medical Training Associates
- Emergency University
- EMS Safety Services
- Medic First Aid
- Medical Training Associates
- Military Training Network
- National Safety Council
- Pacific Medical Training
- ProCPR

EFDA - Registered Dental Assistant by American Medical Technologists (AMT)

**** Course/Certification must be **American Heart Association** Basic Life Support for the Healthcare Provider (**Online certificates will not be accepted**)

▲ - May be required at specific clinical sites

▲▲ - Pennsylvania background checks, Acts 33, 34, and 73 may be required for specific clinical sites

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 of the results, licensure, registry or certification examinations may be prohibited.
- Positive results are to be resolved by the student prior to clinical experience or licensure application.
- Students are responsible for paying for the background checks **PRIOR** to admittance into the program.

Registration

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, new students must meet with their Academic Advisor to register for courses. Continuing and Retuning are encouraged to meet with their Academic Advisor. Once a student is registered, they will have access to view and edit their schedule in their Student Portal. Student participating in TRIOSSS can contact advising through the TRIO Student Support Services Advising

Student Portal

The Student Portal is the web service that provides students access to information regarding their enrollment at EGCC. This web portal will enable students to check grades, access student forms, transcripts, their student billing account, progress towards a selected degree, student resources and also access to self-registration. Visitors and students may access this site through the EGCC home page, www.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, The Student Portal 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 School Certifying Official is located in the Registrar's Office.

How to Apply for Benefits:

Veterans or eligible dependents wishing to enroll should:

1. Contact the School Certifying Official.
2. Complete the VA Application Form for Education Benefits. The VA application form is available online at 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 School Certifying Official.
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's School Certifying Official reviews and certifies each veteran for the number of credit hours taken. There will be no penalty imposed, including late fees, denial of access to class, library and other facilities, or the requirement that a Chapter 31 or chapter 33 recipient borrow additional funds to cover financial obligations to EGCC due to delayed disbursement of payment from U.S. Department of Veterans Affairs.

Change of Course Schedule

Veterans who wish to change their course schedules during the term should inform the School Certifying Official 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 School Certifying Official 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 a 16 week semester and 8 -week 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 16 week semester, first eight days of an 8-week session. The Business Office will refund, where applicable, a student's fees during the first two weeks of a 16 week semester, first eight days of an 8-week session, according to the established refund schedule. 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 a 16 week semester and 8 week session, will be dropped for non-attendance in that specific course.

Withdrawal From a Course

Students will receive a grade for each class on their schedules after the second week of the semester (first week of summer mini-sessions). Students may withdraw from a course through the 10th week of the regular semester (or its equivalent for summer or 8-week 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. Withdrawing could impact a student's academic progress and should speak to Financial Aid and Academic Advising.

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.

Instructor Initiated Withdrawal

EGCC faculty are 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. At no time should a student assume an academic withdrawal will be assigned, but rather should pursue a withdrawal if attendance is stopped.

Changes to Name and Address

The Registrar's Office maintains a substantial amount of information about each student which is used by the College to forward official correspondence and communications and to administer and improve planned education. Keeping the College advised of current mailing and phone information is the responsibility of the student. Students should notify the Registrar's Office immediately if the student's name, address, phone number, etc., changes during enrollment by completing the change of name or address form located in the Student Portal.

Change of Major

Students wanting to change their major need to submit the request prior to the start of the semester. Any changes of major received after the start of the semester will become effective for the following semester. Students must update their academic major by submitting changes through the student portal. We recommend that students check with their Academic Advisor and/or Career Services prior to submitting the request.

Change of Major requests are limited based on academic standing. Students in Good standing are permitted two changes of major during their course of study at EGCC. Students on Warning are only permitted one change of major. Students on Termination or Maximum Time Frame (MTF) Termination are not permitted to change majors.

Change of major can be subject to different admissions criteria for various programs, especially Health based programs. There may be additional admission forms required prior to acceptance into certain programs. Completion of Change of Major form will not be needed. Change of Major will not be processed until verification of acceptance into the program can be confirmed.

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, 2021, the Subsidized and Unsubsidized Direct Loan interest rate is 3.73%. This rate is subject to change. Both subsidized and unsubsidized loans have an origination fee (1.057% subject to change), which will be deducted from the gross amount of the loan borrowed.

The interest rate for the Direct PLUS Loan, is a fixed rate of 6.28% (subject to change). The Federal Direct PLUS Loan has an origination fee of 4.228% (subject to change), which will be deducted from the gross amount of the loan borrowed.

DEPENDENT STUDENT	Base Amount (Subsidized or Unsubsidized)	Additional Unsubsidized Loan	Total Annual Combined Maximum Amount of Subsidized & Unsubsidized Loans
Freshman	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500
INDEPENDENT STUDENT			
INDEPENDENT STUDENT	Base Amount (Subsidized or Unsubsidized)	Additional Unsubsidized Loan	Total Annual Combined Maximum Amount of Subsidized & Unsubsidized Loans
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 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, Portage, 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 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 Student Portal 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 classes, or who do not attend class(es). Students who do not attend classes will be dropped, and their financial aid eligibility will be recalculated. Students who withdraw from all courses in the current module(s) 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. After withdrawal, should a student return and attend a future module within the same semester, financial aid may be restored, as described in detail below. Before withdrawing or dropping any classes that would reduce registered credit hours, students should consult with the Financial Aid Office 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 The Student Portal. Instructors will determine your attendance for all courses, including online courses. For online courses, beginning attendance is acknowledged by your professor and/or assignments submitted. Simply logging onto the Student Portal is not considered attendance. Your attendance is also logged when you participate in substantive classroom discussion within your student portal.

Withdrawing From EGCC and Return of Title IV Aid

Title IV funds are awarded to a student under the assumption he/she will attend and successfully complete all scheduled courses throughout the entire payment period. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. A pro-rated schedule is used to determine the amount of federal funds that a student has earned at the time of their withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her federal financial aid than a student who withdraws in the fifth week. Once more than 60% of the payment period is completed, the student is considered to have earned all his/her financial aid, and his/her financial aid will not be prorated.

A federal financial aid recipient who withdraws from EGCC, officially or unofficially, after beginning attendance is subject to a Return of Title IV (R2T4) calculation. For R2T4 calculation requirements, a recipient is a student who has received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of funds. EGCC is required to review the amount of federal loan(s) and grant(s) a student received for the payment period to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s).

WHEN A STUDENT IS CONSIDERED TO HAVE WITHDRAWN

Given that EGCC's programs are modular based, guidance provided by the U.S. Department of Education is utilized to determine whether a student has withdrawn and whether an R2T4 calculation must be completed. The following four questions are utilized to make this determination:

1. Did the student cease to attend, or fail to begin attendance in a scheduled course that was included in EGCC's calculation of the student's Title IV awards for the payment period?
 - a. If yes, go to question 2
 - b. If no, student is not a withdrawal

1. When the student ceased to attend or failed to begin attendance in a scheduled course, was the student attending other courses in the period?
 - a. If yes, student is not a withdrawal, but Pell recalculations may apply
 - b. If no, go to question 3

1. When the student ceased to attend or failed to begin attendance in a scheduled course, did the student complete all the requirements for graduation?
 - a. If yes, student is not a withdrawal, but Pell recalculations may apply

- b. If no, go to question 4

- 1. When the student ceased to attend or failed to begin attendance in a scheduled course, did the student successfully complete:
 - a. a module or combination of modules that contain 49% or more of the number of days of the payment period (excluding scheduled breaks of 5 consecutive days or more and all days between modules); OR
 - b. 6 or more credits for the payment period?
 - i. If yes to either question, student is not a withdrawal, but Pell recalculations may apply
 - ii. If no, the student is a withdrawal

WHEN A STUDENT FAILS TO EARN A PASSING GRADE IN ANY CLASS

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered in a module during the payment period, for Title IV aid purposes, EGCC will assume the student has unofficially withdrawn and will proceed with R2T4 calculation procedures, unless the student is actively enrolled another module within the payment period.

DETERMINATION OF WITHDRAWAL DATE

When a student officially or unofficially withdraws from EGCC, the withdrawal date used in the recalculation of a student's federal financial aid is the last date of academic attendance (LDA) in his/her course(s).

RETURN OF UNEARNED AID

Prior to the completion of an R2T4 calculation, aid disbursed for future modules within the payment period the student had been scheduled for will be reevaluated. If, for example, the exclusion of credits associated with an initially scheduled future module(s) results in a decrease in enrollment level and/or cost of attendance budget, EGCC will return applicable funding prior to commencing the R2T4 process.

In the R2T4 Calculation, the total *Amount disbursed* and *Amount that Could Have Been Disbursed* to the student or on the student's behalf, minus the *Amount of Federal Financial Aid Earned* by the student determines the amount of federal financial aid funds unearned and required to be returned to the funding source. When a return of federal financial aid is required, EGCC and the student may both need to return funds. If the calculation results in an amount owed by the student, EGCC will return this amount on behalf of the student and will bill the student for any outstanding balance owed to the College. EGCC will return federal financial aid funds to the applicable programs in the following order, up to the net amount disbursed from each source: Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct PLUS Loans (Parent borrower of a dependent student), Federal Pell Grant, and then Federal Supplemental Educational Opportunity Grant.

If, following an R2T4 calculation, a student has a balance due with EGCC and does not pay funds due to the College within 30 days, the student's record may be placed on financial hold. This means the student will not be permitted to register for classes or receive transcripts until the balance is resolved. Balances unpaid for greater than 60 days may be turned over to the Ohio Attorney General for collection.

Note that should a student withdraw during a period where a Title IV credit balance exists on his/her account, the Title IV credit balance will not be released until the R2T4 calculation, and any subsequent adjustments, are completed. After the student's account is adjusted, any resulting Title IV credit balance will be disbursed to the student as soon as possible and no later than 14 days after the R2T4 calculation completion date.

TIMEFRAME FOR THE RETURN OF TITLE IV FUNDS

EGCC will abide by the following federal timelines regarding management and return of funding:

- From the Date of Determination of a Withdrawal:
 - Within 30 days of the date of determination of the withdrawal date, perform the R2T4 calculation.
 - For an official withdrawal, the date of determination of the withdrawal date is the date the student begins the official withdrawal process or date of the student's notification, whichever is later.
 - For an unofficial withdrawal, the date of determination of withdrawal will be made within 30 days after the end of the applicable module within the payment period.
 - For unofficial withdrawals identified via grades posted after a module ends, the date of determination will be the day EGCC's Registrar confirms final grades for the module have been posted.
 - Within 30 days of the date of determination of the withdrawal date, notify the student if there is a post-withdrawal disbursement due to the student of loan funds or an overpayment of grant funds, if applicable.
 - Within 45 days of the date of determination of the withdrawal date, return the school owed funds to the appropriate Title IV program account.
 - Within 45 days of the date of determination of the withdrawal date, pay a student a post-withdrawal disbursement of grant funds.
 - Within 180 days of the date of determination of the withdrawal date, pay a student a post-withdrawal disbursement of loan funds, if the student requested funds within 14 days of notification by EGCC of their availability.
 -

POST-WITHDRAWAL DISBURSEMENTS

When the total amount of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement of grant funds will be applied towards outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition & fees). Any remainder of grant aid will be paid to the student.

If a post-withdrawal disbursement includes Direct Loan funds, EGCC will seek student and/or Parent (if a Parent PLUS loan) permission before it can disburse them. The student and/or parent will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal loan disbursement. A timely response from the student and/or parent is required within 14 days from the date of notification. If the response includes authorization to do so, EGCC will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. The loan funds will be applied towards the outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student (or parent).

If a student, or parent if a PLUS loan, does not respond to the post-withdrawal disbursement offer, the loan will be cancelled, and any subsequent requests to make the post-withdrawal disbursement will not be granted.

Any Title IV credit balance that results from a post-withdrawal disbursement will be paid to the student as soon as possible and no later than 14-days from the date of the post-withdrawal disbursement that created the credit balance.

CONDITIONS FOR A LATE/POST-WITHDRAWAL DISBURSEMENT

To be considered eligible, the U.S. Department of Education (ED) must have processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) before the student became ineligible.

In addition:

- For Direct Loans, the loan must have been originated before the student became ineligible, and
- For FSEOG, the student was awarded a grant before becoming ineligible.

Note that a student may never receive as a post-withdrawal disbursement any funds that EGCC was prohibited from disbursing on or before the date the student withdrew, which would apply to the following:

- Second or subsequent disbursements of Direct Loan funds unless the student has graduated or successfully completed the loan period,
- Disbursements of Direct Loan funds for which the borrower has not signed a promissory note,
- Disbursements of Direct Loan funds to a first-year, first-time borrower who withdraws before the 30th day of the student's program of study,
- A disbursement of a Federal Pell Grant to a student for whom the institution did not have a valid SAR/ISIR by the deadline established by ED annually in the public deadline notice, and
- A first disbursement of a Direct Loan (i.e., the first disbursement of a Direct Loan in a loan period) to a student enrolled who has withdrawn before beginning attendance in enough courses to establish a half-time enrollment status.

RETURN TO EGCC AFTER WITHDRAWAL

EGCC will process R2T4 calculations and return aid per the conditions described in the above sections for any student determined to have withdrawn during a payment period, regardless of their intent to return later. However, if a student reenters or resumes attendance in a future module(s) before the end of the payment period of which the student was initially considered withdrawn, the student will be treated as if he or she did not cease attendance in that payment period, and EGCC will reverse the R2T4 calculation, including re-disbursing any returns that it made based on that calculation. Aid amounts will also be redetermined as required based on the student's enrollment level and attendance.

In some cases, a module end date may fall within 1 to 14 days of a subsequent module start date within the same payment period. A student could be identified as an unofficial withdrawal due to absence of passing grades in the first module, however at the time EGCC staff begin the R2T4 calculation, the student could have already commenced attendance in the subsequent module. In cases such as this, aid adjustments will be performed to calibrate with the student's enrollment level, but because the student is currently attending a subsequent module, the R2T4 calculation will not be performed. EGCC will perform R2T4 calculations as soon as possible (and within permissible timeframes) after it is determined that a student is withdrawn and will not pend completion of calculations in anticipation of the student returning in a future module within the semester.

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.

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

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

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.

A

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, 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 with 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 Scholarship: (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 per 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.

B

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 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 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 - 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.

C

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 - 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.

D

Arthur J. D'Anniballe Scholarship: (1) at \$250 - 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: (1) \$200 - \$1000 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, demonstrated 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: (1) \$200-\$1000 This is an endowed scholarship where only the interest earned each year is awarded. 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 applicate 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. 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: (1) Amount based on financial need (\$1620 available) 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.

E

Eastern Ohio Dental Society Scholarship: (1) \$500 per academic year. The scholarship is to be given to a current EGCC Dental student.

Eastern Gateway Community College Foundation Scholarship: (Number of recipients and amounts TBD) - 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: (Number of recipients and amounts TBD)- 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: (1) (Amount TBD) - 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.

F

Barbara A. Florak Scholarship: (1) \$500 per academic year - 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. All applicants will be considered, with priority going to those with financial need.

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.

G

Senator Lou Gentile Scholarship: (1) Award each year is based on available funds. 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: (1) \$200 per semester for full time, or \$100 per semester for part-time. The scholarship is renewable annually, not to exceed \$1,200 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. 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. Recipient will be selected by officials at Edison High School.

The Gregory and Martha Gett Scholarship: (1) 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: (1) Award amount will be decided on an Annual Basis. 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 intended to help students purchase 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.

H

Hart Scholarship: (1) \$500 for the 2020-2021 academic year. To be awarded to an Accounting Degree Student in the last semester, providing the funds are available. 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: (1) Full Time \$1000 or (2) 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.

K

Knox Family Scholarship: (1) \$500 per academic year for Steubenville campus, (1) \$500 per academic year for Youngstown campus. 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.

Kyona Moses-Hooker Scholarship - NEW for Spring 2022! Four (4) \$1,000 scholarships per academic year. Established by the Moses Family, in honor of Kyona Moses-Hooker, a graduate of the Associate Degree of Nursing Program at EGCC, this scholarship will help students overcome fiscal barriers during their pursuit of an Associate degree in Nursing, or a Certificate of Practical Nursing. The recipients must be studying at the Youngstown campus, be in their 2nd semester or beyond, have a GPA of 3.5 or greater, and must have demonstrated outstanding classroom attendance. The Scholarship is intended to cover tuition and fees only; however, remaining funds may be issued to offset the cost of books and/or medical equipment required for the recipient's program. Kyona's Family, along with Dr. Kathryn Rogers-Nursing Administrator, will review application essays and determine awardees in July and November for the corresponding Fall and Spring Semesters. Essays should contain narrative describing why the applicant should be awarded the scholarship. The scholarship is awarded once over the course of an individual's program, and to two (2) students per semester.

M

McClellan Trust Fund: Up to (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. 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 2.0 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. 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.

N

Naylor Scholarship: (2) \$229 awarded each per academic year. 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.

O

Ohio Valley Panhellenic Association Scholarship: (1) per academic year, amount TBD. 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.

P

Kimberly J. Patterson Scholarship: (1) per academic year, amount TBD. 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. 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: (1) per academic year, amount TBD. 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.

R

The Diane Roney Memorial Scholarship: (1) \$500 per academic year. 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. 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 2020-2021 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.

S

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 the application fee through the 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) \$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 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 a 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.

T

Tri-State Financial Services Scholarship: (1) \$100 per academic year. 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) \$250 per academic year. 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 a 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 is required.

V

W. Hunter Vaughan, M.D. Scholarship: (1) per academic year, amount TBD. 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).

W

LaVerne and Christina Williams Scholarship: (1) \$200.00 per academic year. 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.

Y

Yanok Family Scholarship: (1) \$250 per academic year. 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

NOTE: Students should check the College website www.egcc.edu for the current rates

Jefferson County	\$131 per credit hour
Other Ohio Counties*	\$137 per credit hour
Brooke, Hancock, Ohio, Marshall and Wetzel counties in West. Virginia	\$137 per credit hour
Out of State	\$245 per credit hour
Allegheny, Beaver, Greene , Lawrence, Mercer and Washington Counties in Pennsylvania	\$138 per credit hour
Foreign	\$197 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	\$245 per credit hour

Fees

A current list of fees can be found on our website at 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 any fees, books or supplies. It only covers tuition. In order to participate in this program, Ohio senior citizens should contact the Financial Aid 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. SEE SECTION TITLED "DELIQUENT STUDENT ACCOUNTS".

Fines and Returned Checks

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.

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. 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 16 week semesters and 8 week Summer Session:

	Tuition	Tuition
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 an 8 week session:

	Tuition	Tuition
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.

Length of Course in Weeks	Calendar Days for 100% Refund
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/other course related fees.

Tutoring & Accessibility Services

Tutoring

EGCC offers students tutoring opportunities either in-person or online/remotely via web conferencing, such as Zoom. Additional online tutoring support is offered through the use of the Brainfuse platform for all on-campus, online, or hybrid students. The Brainfuse tutoring service is a fully embedded service in the students' gateway portal. Brainfuse is available 24/7, except for holidays. Students may submit their questions through several options including an online live chat or via email. This is a high-quality tutoring environment and is widely used by EGCC students. All EGCC tutoring requests are handled timely by reaching out to the department at tutoring@egcc.edu

The Student Success Centers at the Steubenville and the Youngstown Campus offer a variety of free services to Eastern Gateway campus-based students who may be experiencing difficulties. Free tutoring services are offered on a walk in or appointment basis. English and Writing tutors are available, who work with students along with other subject matter 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 Student Success Center for help during posted hours.

The Student Success math tutoring service is designed to facilitate learning for all students taking math courses and the tutors are available for walk in tutoring on both campuses during posted walk-in hours. Students can expect to work independently or with a tutor in a quiet environment and receive assistance as required. The Student Success centers are staffed five days a week from 9 am to 5 pm EST, with both evening and weekend hours, by appointment with campus-based tutors. Appointments are strongly recommended for evening and weekend tutoring to accommodate students' diverse scheduling needs.

Student Success Coach

Student Success Coaches serve a fundamental role for new, returning, and current students by assisting them as they transition, attend, or return to Eastern Gateway Community College. Student Success Coaches work with students, faculty, and staff as students are identified as academically "at risk" students to monitor a student's progress and performance. Coaches and students work to track, monitor, and provide support needed for retention. The Student Success Coach helps students develop skills, behaviors, and habits that contribute to college success. These include academic and career goal setting, learning strategies, time management and organization, self-regulation, and self-efficacy. The Student Success Coach will be committed to helping students navigate through higher education challenges by guiding, mentoring, and advocating for student success and completion. Student Success Coaches can present academic workshops, assist with FAFSA completion, teach participants how to conduct scholarship searches online, and assist in student transfers to four-year colleges or universities. Academic Advising, Counseling Services and Student Success Coaching are all different from one another at Eastern Gateway Community College. Student Success Coaching helps students identify barriers for student success and develop skills and necessary resources to

overcome obstacles. Student Success Coaching was adapted as an extra resource for students to identify the barriers for student success and develop skills to overcome obstacles with guidance of a coach. Coaches foster a safe environment where students can open-up about challenges and concerns they are struggling with academically. Individualized plans that incorporate teaching success strategies and providing proactive outreach to increase achievement and persistence. Coaches provide the support and persistence for all students and work proactively with faculty, advisors, and staff to promote academic planning connected to long-term career goals; and provide responsive, holistic advisement on the individual needs of student success inside and outside the classroom.

Links to the varied tutoring services are provided on the Tutoring webpage. Students who visit this webpage are also provided with links to additional, valuable academic resources (e.g., study skills training, guide to avoiding plagiarism).

Accessibility Services

Eastern Gateway Community College is committed to providing reasonable accommodations for students with disabilities.

Students are responsible for notifying the Office of Student Accessibility Services regarding any disabilities for which they may need special services. Students with documented disabilities are eligible for accommodations. Students with documented medical emergencies are eligible for medical extensions.

Accommodations may include extended time allowances for testing and required projects, interpreters, approved assistance equipment, and/or access to lecture notes and materials such as PowerPoints. Effective and reasonable accommodation in the classroom does not include fundamental alteration of the curriculum, classroom standards, or length of class time. Accommodations will be made on a case-by-case basis by the College.

Medical extensions can allow the student who has experienced a documented, medical emergency up to six weeks beyond the end of the term to complete coursework. Medical extensions require current documentation such as discharge paperwork that includes dates of care (with or without hospitalization), reason, and recovery period.

Students should plan to meet with the Director of Student Accessibility 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 the director at access@egcc.edu

Academic Policies

Degree Requirements

The following degrees: 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 are 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 include general application 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 do not count toward graduation;
7. A 2.00 overall average at Eastern Gateway Community College, and if in a technical program obtain a minimum of a "C" in each of the core courses identified; exceptions may be made by the department dean;
8. 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 Registrar's 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 Higher 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 do not count toward graduation;
5. A 2.00 overall average at Eastern Gateway Community College and if in a technology degree program 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.

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 academic honesty are an integral part of the College's academic 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 academic 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 academic 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 11 credits
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 an 8 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 in most cases is as follows:

- Lecture courses (including hands-on technology courses): 15 contact hours for each semester credit hour
- Science and healthcare labs: 30 contact hours for each semester credit hour
- Externship, practicum, and clinical courses: 45 contact hours for each semester credit hour.

Study Time: Different students learn at different rates. However, students taking courses on-ground should expect to spend at least two (2) hours in study and preparation for each hour spent in lecture. This would include reading, papers, projects, exercises, study, and other preparation. Similarly, students should expect to spend one (1) hour in study and preparation for each two (2) hours spent in lab. Online students should expect to spend a minimum of six (6) hours per week (over a 7½-week period) in their studies for each semester credit hour enrolled. This would include reading, researching and writing papers, doing projects, completing exercises, studying, and reflecting on the course material as well as the time spent on the computer participating in discussion threads, reviewing online course materials, taking tests, and uploading/downloading materials. The time devoted to classes scheduled for other than 7½-week periods would adjust proportionately.

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. While 12 credits are required in any semester to meet the Title IV regulatory definition of Full Time, given the Summer semester's shorter length, EGCC views 6 credits taken in the Summer 8-week semester to be the academic equivalent of Full Time. The maximum per session is as follows: First Eight Weeks = 9 credit hours, Last 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.

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" has been 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.

X - COVID19 grade. This grade is not computed in the cumulative GPA

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

The Radiologic Technology program grading scale has been designated as

100 - 93% = A

92 - 85% = B

84 - 77% = C

76 - 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 consider a proposal for an independent study model. Independent study is rarely used and then, only with the direct approval of the department dean and the Senior VPAA.

The student must initiate the process by contacting the department dean for approval and the completion of the "Contract for Independent Study". The department dean must approve this request, as well as the Senior VPAA, 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. An instructor 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. Normal registration is required, with the cost per credit hour consistent with the published fee scale of the current semester.
5. The Senior VPAA must approve any exceptions to this policy.

Attendance Policy

Eastern Gateway Community College encourages 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. (paragraph on HB353)

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.

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 or withdraw that student from their class(es).

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.

In-seat Attendance Procedure

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, All attendance for in-seat classes should be recorded in Canvas. In addition, courses within HSPS have very strict attendance policies for the clinical component. Missing a clinical event could result in a no call, no show and potentially could result in dismissal from the program. For these programs, please check the program handbook.

Online/Hybrid Attendance Procedure

Students in online courses are required to 'attend' class and participate just as if they were in a traditional face-to-face course. This means that instructors are required to set up activities in the syllabus so that students have a reading assignment, discussion or project 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 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 attendee could jeopardize good standing and financial aid. **A gradable assignment must be completed within the first 14 days of the term 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 are required to report overall student attendance for all of their courses in the LMS. Faculty are 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 11:59 pm EST 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 the LMS. Last day of attendance may also be determined by the last assignment submitted within the LMS.

Faculty is required to report attendance by the end of each week of the semester using the 11:59 pm EST 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, 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, a student retention tool, 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 employee portal stating the reason for the alert. The Early Alert is sent to the Director of Tutoring who will review and develop a plan of action to resolve the early alert.

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.

Course Late Assignment Procedure

Written assignments should be submitted no later than the due date unless prior arrangements are made with the faculty and a new due date is established*. If a student submits an assignment after the due date without having made arrangements with the faculty, a minimum of 10 points, (based on an assignment grading scale of 100 points), or 10% of the total points, will be deducted for each week, or part thereof, that the assignment is late.

Instructors will accept late work without prior arrangement in the case of extenuating circumstances (such as hospitalization, childbirth, major accident, injury or bereavement). Students who suffer such a circumstance must notify the instructor as soon as possible of the extenuating circumstance that prevented them from submitting work on time and determine a deadline with the instructor for submitting the work. In these instances, the instructor has the option to waive the late penalty, if the student provides sufficient documentation of the extenuating circumstances. Students who do not meet the deadline arranged with the instructor for the extenuating circumstance will adhere to the minimum of 10 points, (based on an assignment grading scale of 100 points), or 10% of the total points, deduction for each week, or part thereof, that the assignment is late.

This policy applies to students regardless of how they participate in class (online, face-to-face, hybrid, etc.).

In order to receive credit for a discussion forum assignment, the online student must actively participate during the assigned discussion period. These assignments may not be made up at a later time.

*Active duty military students in receipt of Temporary Additional Duty orders (TDY) may be exempted from point deductions if their orders prescribe a return-to-class date that allows for sufficient time to complete the remaining course requirements, which is generally defined as allowing the student to miss no more than 1/3 of the total semester. Military students with TDY orders shall follow the procedures, with the faculty to establish new due dates without penalty for written assignments and discussion boards.

Students must submit the final assignment no later than the last day of the term. No assignments are accepted after the last day of the term.

If assignments cannot be completed by the last day of the term, an Incomplete (I) may be awarded.

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 the six weeks of the official grade reporting date for the class. After the six-week periods, 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 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. SAP is evaluated at the end of Fall, Spring and Summer terms. 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. Grades A, B, C, D and F are all considered in the calculation of the cumulative GPA.

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 (cumulative GPA) 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).

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 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 cumulative GPA is calculated by dividing the total quality points by the credit hours attempted. Prior learning credit such as transfer credit and exemption credit, withdrawals, and audits are excluded from the cumulative GPA calculation. Incomplete grades are weighted the same as an "F" grade and considered a failed grade in the cumulative GPA calculation. Once a grade change is implemented, cumulative GPA will be recalculated, and SAP will be reevaluated. For courses that are repeated, the most recent grade will be calculated within the cumulative GPA, while the previous grade will be removed from the calculation.

2. **Quantitative Satisfactory Academic Progress Standard:** Students must have completed at least 67% of all credit attempted in the program enrolled. The pace percentage is calculated by dividing the total credit earned by the total credit hours attempted in the program enrolled. All hours attempted, including repeats, withdrawals and incompletes are included in hours attempted for the pace calculation.

Transfer credits from other institutions and exemption credits earned by the student for successfully completing a course test out that are applied to a student's program at Eastern Gateway Community College will display on a student's transcript and will be counted as both credit hours attempted and credit hours completed in the pace calculation.

3. **Maximum Timeframe:** A student must be able to complete the current program without attempting more than 150% of the required credits for the program. 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.

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 cumulative GPA calculations. If a student chooses to change programs, Eastern Gateway Community College will apply all applicable courses to 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 cumulative GPA calculations. One program change may be considered while the student is on warning, however program changes while on probation are not permitted.

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. Developmental courses at EGCC are noted to start with a zero, such as MTH095.

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 receive financial aid.

Academic Forgiveness Policy

The Academic Forgiveness policy exists to help former Eastern Gateway Community College students return to their studies after a significant absence and prior to earning a degree. Eligible students may have left the college after unsatisfactory academic performance and now wish to return and renew their commitment to learning. Forgiveness can also be available to students that have left the college and upon return are changing their course of study. As a result, these students choosing to go in a different direction will not have the burden of carrying unsuccessful grades from prior courses that do not apply into their new major.

Forgiveness is available to any Eastern Gateway Community College student who:

- Has not been enrolled for a period of one calendar year (12 months).
- Is enrolled as a current student in the term the Academic Forgiveness form is filed.
- Upon return, the student must complete 12 credit hours showing the ability to sustain good academic standing (GPA 2.0 or better) before Academic Forgiveness can be applied.
- Has not earned a degree from the institution.

Policy General Information

- Academic Forgiveness can only be used one time during the student's time at EGCC; it is not reversible.
- Forgiveness is limited to 12 credit hours.
- Only grades earned at EGCC are eligible.
- It cannot be applied to developmental courses.
- Forgiveness may not be applied to F grades that result from academic dishonesty.
- Forgiveness is limited to grades of D or F.
- Grades that are forgiven will be noted on the transcript with the letter Z. They also will not be calculated in the cumulative GPA.
- The original GPA prior to Academic Forgiveness will be used when calculating or applying for honors or other recognition upon graduation.
- Students transferring to another college or university will fall under their policies for accepting grades. Another institution may not accept EGCC's Academic Forgiveness policy and may count all grades received in their application process.
- Federal financial aid regulations do not recognize Academic Forgiveness. Forgiven courses can still be considered when applying for financial aid.

Procedure

Upon return to the college, students must follow the following procedure for applying for Academic Forgiveness.

- Students must contact their Enrollment Specialist/Academic Advisor and will work on an academic plan for success. This may include tutoring or adjusted scheduling.
- Students will work with their Enrollment Specialist/Academic Advisor to fill out the Academic Forgiveness paperwork upon their return to EGCC.
- If changing a major, a Change of Major form must be filed prior to or at the same time the Forgiveness form is filed.
- The Academic Forgiveness form will be submitted to the Office of Dean where their program resides.
- The Dean's Office will acknowledge the receipt of the paperwork.
- Once the student has completed the required 12 credits in good standing, the Dean will review the request for Academic Forgiveness and will approve or deny the request.
- The Dean's Office will notify the Registrar's Office of the determination. If approved, the Registrar's Office will process all paperwork and update transcripts accordingly.

Exceptions/Explanations

If a student fails to maintain the minimum 2.0 GPA or withdraws from courses, the eligibility period for Academic Forgiveness will be forfeited. Students will not be able to reapply for Academic Forgiveness during the remainder of

their studies at EGCC. Students that are denied Academic Forgiveness may appeal the decision to the Senior Vice President of Academic Affairs through the appeal system.

Academic Warning

When SAP is evaluated at the end of a semester, any student who fails to meet the minimum cumulative GPA 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. The registration hold will be placed on the student's account to ensure they are working with an academic advisor for course registration until good standing status is achieved.

While on warning status, a student is eligible to remain in school and receive federal financial aid without an appeal.

A student who meets the minimum cumulative GPA and Pace standard at the end of the subsequent semester after being placed on warning will return to good academic standing. An official notification will be sent to the student's EGCC email address.

Academic Termination

(Dismissal from the College for Lack of Satisfactory Academic Progress)

A student who fails to meet the minimum cumulative GPA and Pace standard at the end of the subsequent semester after being placed on warning will be dismissed from the College, dropped from future enrolled courses 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 cumulative GPA to at least 2.00 by the end of one semester on Academic Warning.
- The student did not meet the pace requirement outlined by the end of one semester on Academic Warning.
- The student received two failures in the core courses of a clinical-based healthcare program, irrespective of cumulative GPA. A student will be dismissed without first being placed on Academic Warning in this instance.
- The student failed to meet the end of semester evaluation requirements defined by the academic plan.

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 Dean. Valid circumstances include a serious injury or illness, death of a relative or other special circumstances. The appeal must be submitted via the Student Portal under Student Appeals and provide an explanation of the circumstance that caused the unsatisfactory academic performance and how the student has overcome the circumstance. Supporting documentation is highly recommended, but not, required. All decisions on academic appeals are final unless re-review and escalation is requested by the student.

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. If it is determined a student can obtain good standing by the end of the next semester, they will be placed on Six (6) Hour Limit Probation. If this is not conducive to rehabilitation of SAP, the Dean will develop an academic plan which the student must adhere to and must meet SAP within the established timeframe that is denoted in the academic plan.

- While on Six (6) Hour Limit Academic Probation, students are limited to only six (6) credit hours of coursework, unless on a Dean approved academic plan.
- Upon completion of the probation period, the student must return to good standing. Failure to meet conditions of the probationary period will result in dismissal from the college.

READMISSIONS TO THE COLLEGE (Re-Admission after Satisfactory Academic Progress Dismissal)

Students who have been dismissed for failure to meet Satisfactory Academic Progress (SAP) standards may be allowed to be re-admitted to a different program. Any student who has been dismissed must wait at least one (1) year before they can re-apply to another program.

Students are required to submit a Request for Readmissions Consideration Request Form, and the form must include:

1. Reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in undue hardship to the student.
2. Compelling evidence that they can demonstrate satisfactory academic progress and succeed in an academic program due to changed circumstances, experience, and/or successful completion of credits during the period of absence from another college; and
3. Student must sign off on Dean approved plan for completion of the coursework required to meet Satisfactory Academic Progress during the following semester of being readmitted. Student will be readmitted under a good academic standing status and must meet SAP during their time or will be dismissed.

Grade Reports

Students are required to obtain their grades from The Student Portal. Any student with overdue books or unpaid fees will be blocked from The Student Portal.

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 th

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. The transcript and designation of academic honors will reflect all work completed at the institution. 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.

Student Groups

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. 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.

Active Minds

Active Minds is a national leader for mental health advocacy and suicide prevention. Its EGCC chapter is open to all students. The organization offers programs to reduce the stigma around mental health and promote mental wellness by breaking barriers and building hope. Active Minds has five main pillars: awareness, education, advocacy, community, and connection.

For more information, contact Asako Kinase-Leggett ekinaseleggett@egcc.edu.

Black Student Union

The Eastern Gateway Community College Black Student Union strives to inform and educate our community on the struggles and achievements, both past and present, of African-Americans. Through our programming and interactions we aim to break down stereotypes and challenge our community to accept differences. Discussions are held based on political, educational, social, and cultural issues surrounding the African-American community. The Black Student Union is open to all students.

For more information, please contact diversity@egcc.edu.

EGCC Book Club

The EGCC Book Club offers a way for students to engage with each other, college staff, and subject matter experts by sharing a common reading experience. Books are made available as either e-texts, hard copies, or audiobooks based on the students' preferences; meetings are held virtually and led by club advisors. Books are selected throughout the academic year focusing on topics that enhance students' understanding of diversity and inclusion issues, historical perspectives, and self-awareness.

Student Government Association

In order to enhance college student life and academic merit, the Student Government Association (SGA) represents the student body in matters that are of concern to them and serves as a liaison between the students, faculty, staff, and the administration. They also:

- promote and assist in the integration and coordination of all clubs and organizations;
- foster the development of student morale and leadership;
- educate all members of the campus community of their rights and responsibilities;
- and serve as a forum for the expression of student views and interests.

Members of the SGA, known as Student Senators, will be actively involved in sponsoring a variety of co-curricular activities and events. Elections to the SGA take place annually in the spring; representatives will be recruited from the Steubenville Campus, the Youngstown Campus, our online community, and College Credit Plus. The SGA is advised by the Director of Student Activities.

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).

Service-Learning Outcomes:

1. Increase diversity in the dental assisting student population and improve access to dental services for underserved populations.
2. Develop good communication skills and better clinical reasoning and management skills.
3. Improve interactions and experiences for dental assisting students to enhance learning.
4. Increase a student's readiness to treat the underserved population.

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 community colleges. Its purpose is to promote scholarship, leadership, fellowship, and service among qualified students. To join, a full-time or part-time student with a cumulative GPA of 3.5 or higher with an accumulated 12 credit hours toward transfer or an associate degree. But must maintain a GPA of 3.2 or higher to maintain active status at graduation. 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, CCP, and online.

Gator Groups

A steppingstone on the way to becoming a formally recognized student organization, Gator Groups are special interest digital spaces facilitated by students, for students. These groups bring together students from across the country who share similar interests or other affinities, including LGBTQ+ students, West Coast Parents, East Coast Parents, Gaming, and a variety of academic programs. Gator Groups celebrate the diversity of EGCC students and allow them to create community around a common cause.

Writing Circle

The EGCC Writing Circle is an online creative writing practice group open to students from all majors. Members meet on Zoom to write fictional scenes or poems based on the prompts provided. The group comes together at the end to offer feedback and encouragement. For more information regarding the Writing Circle, please contact Ashley Ferguson (aferguson@egcc.edu).

Oak Tree Journal

Oak Tree Journal is the student run, online literary journal of Eastern Gateway Community College. The journal features literature and art from Ohio area community college students and provides great opportunities for EGCC students to assume editorial/managerial roles, as they work together reading, editing, and producing an annual literary journal. For further information, please contact the Head Faculty Advisor, Ralph Pennel, at rpennel@egcc.edu, or visit our website, www.oaktreejournal.com

Alumni Association

Welcome to the Eastern Gateway Community College, Department of Alumni Engagement! We value student Success! We take great pride in the accomplishments of alumni, our graduates. From teaching to technology, nursing to sales, EGCC graduates are making a difference in their communities every day.. The Alumni office provides services and programs to promote graduates professional development and to help them stay connected to each other and the college. As a graduate of Eastern Gateway Community College, graduates are automatically part of the EGCC Alumni Association - no fees, dues or subscriptions required. Every day, alumni and friends reinvest in the Eastern Gateway Community College and share our graduate's passion in furthering our mission of preparing students for meaningful lives and productive careers. Stay connected to the Department of Alumni Engagement at alumni@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 Student Portal and/or maintain contact with their Enrollment Specialist through graduation.

Academic Advisor/Faculty Advisors.

Academic Advisors and Faculty Advisors help students clarify and reach their desired academic goals. Both the Academic Advisors 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 Scholars

The TRIO Scholars Program also known as "TRIO Student Support Services" 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 TRIO Scholars 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. All services are offered to in-seat and online students.

Who is Eligible?

Eligibility requirements for TRIO Scholars includes one or more of the following:

- 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:

- Academic and Financial Literacy workshops
- The "Transfer Opportunity Program"
- Personal and career counseling
- Academic advising and registration
- Tutoring
- Cultural enrichment activities
- Career and transfer activities
- Grant-aid funding

How do students become involved?

Interested students should contact TRIO Scholars at (740) 264-5591 at the Steubenville County. Campus, (330) 480-0726 at the Youngstown Campus or visit the website at www.egcc.edu/TRIO Scholars to complete the online application. 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 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 Eastern Gateway Community College for more information. TRIO Upward Bound may be reached at (740) 264-5591 ext. 1776.

TRIO Upward bound is 100 percent federally funded by the U.S. Department of Education and was established in 2007.

Career 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.

Library and Information Commons

Library services and resources are available to all Eastern Gateway students through our local collections and through the OhioLINK consortium. Students may contact library staff in person, online or by phone. Contact information is available online at the library's webpage. Books and other resources are available on campus and online. Pick-up/drop-off sites for library materials are available at both the Steubenville and Youngstown Campuses. Contact the Library and Information Commons staff for more information about hours and services at these sites. Online students that do not reside in or near Ohio will not have access to on-campus print and interlibrary loan services

Library materials are loaned to current students and patrons in good standing. Loan periods vary, and may range from overnight to two weeks, depending on the publication. Interlibrary loan services are available to students and patrons who reside in or near Ohio.

Students and patrons who do not return materials will have their library accounts placed on hold. Students and patrons must pay for lost and/or damaged items. Current library policies and procedures may be found on the library's website.

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 Wi-Fi 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.

Online Library Services (EGCC and OhioLINK)

Online library resources are available 24 hours a day, seven days a week for the use of all library patrons at <https://egcc.edu/library>. Library users have access to a wealth of online resources available through our local collections as well as our OhioLINK membership. These resources include access to thousands of full-text eBooks, journals, magazines, and multimedia resources.

OhioLINK is a statewide consortium that provides shared access to the print library collections of its 100+ member institutions throughout Ohio. The OhioLINK consortium also provides access to over 100 online research databases. For more information on OhioLINK please visit: <https://www.ohiolink.edu/>.

Catalog Home

- Mission
- Vision
- Core Values
- General Education Outcomes

Three ways to locate information

#1: Type what you are looking for in the "Catalog Search" box, located at the top left of this page.

#2: Click on "Advanced Search" to look for specific courses and/or programs.

#3: Choose from the navigation bar along the left side of the page.

Degree Planner

The Degree Planner link allows you to see, save, and/or print all the information about your program of study in a condensed, printable format. To access, simply navigate to any program and click the Degree Planner link at the top right of the page.

Create Your Personal Portfolio

The My Portfolio feature allows you to save information in your own personal folder so you can go directly to it!

1. Click on the My Portfolio link at the bottom of the left navigation bar.
2. If you are a new user, click Create an Account. You'll type your email address and a password. If you choose not to create an account, your information will only be saved until you close the catalog.
3. Then use the left navigation bar or the search box to find what you are looking for in the catalog.
4. When you want to save a section, click the My Portfolio link at the top right of the page.
5. The next time you go to your portfolio, your saved material will be there!

Need help?

If at any point you have questions about how to navigate this catalog, just click on the Help link at the top right of the page.

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Directory of College Personnel

President and President's Cabinet

Dr. John Crooks, *Interim President*

Doctorate in Biological Sciences, Bowling Green State University

Michael Geoghegan, *College Team Transition Member*

B.A. Political Science, Georgetown University

M.B.A. Finance, University of Cincinnati

Christina Wanat, *Senior Vice President and Chief Student Affairs Officer*

B.A. Business Admin., West Liberty State College

M.Ed. Higher Ed Leadership & Admin., Jones International University

Art Daly, *Senior Vice President and Chief Development Officer*

B.S. Business Administration Finance, Youngstown State University

M.B.A. Business Administration, Southern New Hampshire University

Karla Martin, *Senior Vice President of Institutional Diversity and Aspire*

AAS General Studies, Southern West Virginia Community College

AAS Mortuary Science, Cincinnati College of Mortuary Science

BS Mortuary Science - Disaster Management, Cincinnati College of Mortuary Science

Jennifer Reed, *Deputy Chief Financial Officer*

B.S. Accounting, Franciscan University of Steubenville

Vanessa Birney, *Vice President Institutional Effectiveness*

B.S. Special Education, Franciscan University of Steubenville

M.Ed. Instructional Design, Western Governors University

Office of the President

Richard Zapp, Director of Institutional Research

Associate, Psychology, Massage Therapy Certificate, Butler County Community College

Bachelor, Psychology, Slippery Rock University of PA

Master, Student Affairs in Higher Education and Counseling, Slippery Rock University of PA

Technology Services

Adam Atkins, *Technology Support Specialist*

A.S. in Drafting and Applied Technologies, ITT Tech

Certificate in Drafting and CAD Applications, Belmont Career Center

Christopher Bennett, *Technology Support Specialist*

Associate in Information Technology, Eastern Gateway Community College

Adam Bockelman, *Technology Help Desk Specialist*

Bachelors in Technical & Applied Studies, Kent State University

Kalen Costello, *Technology Help Desk Specialist*

Associates in Networking, Belmont College

Christopher DiGiacobbe, *Technology Help Desk Specialist*

Ryan Fritch, *Technology Support Specialist*

B.A. Technical and Applied Studies, Kent State University

A.A.B. Computer Technology, Kent State University

Kevin Gilkey, *IT Architect and Azure/M365 Administrator*

A.T.S. Information Technology, Eastern Gateway Community College

B.A. Accounting, Muskingum College

Andrew Hildebrand, *Senior Technology Specialist*

Thomas Horton, *Institutional Research Data Analyst*

BS Diagnostic Imaging, Thomas Jefferson University

MS Business Administration, LaSalle University

Michael Householder, *Executive Director of Enterprise Applications*

Bachelors in Information Technology, Kaplan University

Carrie Jendrusik, *Production Artist*

Bachelors in Visual Communication Design, West Liberty University

Benjamin Johnson, *Developer of Enterprise Applications*

Christopher Jurczak, *Developer of Enterprise Applications*

Bachelors in Information Systems, University of Cincinnati

Logan Klein, *Cyber Security Analyst*

BS Biology, Kennesaw State University

Masters, Information Systems, Cybersecurity, Georgia State University

Kevan LaPosta, *Cyber Security Analyst*

Associate, Information Technology, Eastern Gateway Community College

Shelby Moore, Production Artist

Robert Newhart, *Web Designer*

Bachelors in Cybersecurity & Mathematics, Bethany College

Caleb Oelker, *Technology Support Specialist*

A.S. Computer Technology, Kent State University

Joseph Patterson, *Webmaster*

Bachelor, Interactive Media Design, Franklin University

Joshua Ramsden, *Technology Help Desk Specialist*

Associates in Cybersecurity, West Virginia Northern

David Smith, *Director, Infrastructure and Classroom Technology*

B.S. Electronic Engineering Technology, DeVry Institute of Technology

M.S. Computer Information Systems, University of Phoenix

Drew Smith, *Executive Director of Student Support Technologies*

Master of Business Administration, Argosy University

Kylee Williams, *Technology Help Desk Analyst*

Christopher Wingard, *Developer of Enterprise Applications*

Associates, Information Technology-ATS Type A, Eastern Gateway Community College

Brock Woodward - *Technology Help Desk Analyst*

Facilities and Maintenance

Randell Carlisle, *Director, Building and Grounds*

Randy DeCost, *Maintenance Worker*

Matthew Difonzo, *Maintenance Worker*

Melissa Flinn, *Secretary to the Director, Tech Prep and Maintenance*

Associate, Applied Business, Eastern Gateway Community College

Associate, General Studies Eastern Gateway Community College

Robert Myler, *Assistant Director, Building & Grounds*

A.A.S. Electronic Engineering, Jefferson Technical College

Brian Nemeth, *Maintenance Worker*

B.C.T. Construction Technology, University of Akron

M.P.A. Public Administration, University of Akron

John O'Brien, *Associate Vice President of Special Projects*

Doctorate in Community College Leadership, Old Dominion University

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Associates in Business, Eastern Gateway Community College

Diversity

Julian Walker, *Director of Equitable Initiatives*

Bachelor, Individual Curriculum Program, Youngstown State University

Brittany Stevens, *Administrative Assistant*

Associates of Individualized Study, Eastern Gateway Community College

Ty-Juan Young-Bright, Vice President of Institutional Diversity and Student Engagement

Bachelor, Business Administration, Youngstown State University

Master, Health and Human Services Youngstown State University

Business Services

Robert Semich, *Controller*

B.S.B.A. Accounting, Duquesne University

M.B.A. Finance, Indiana University

Christopher Hatcher, *Accounting Manager*

M.A. Ministry, Ohio Christian University

B.S. Accounting, Franklin University

Tonya Logan, *Bursar*

A.A.B. Finance, Jefferson Community College

B.S. Accounting, Franciscan University of Steubenville

Sarah Dennis, *Accounting Assistant/Accounts Receivable*

Victoria Wells, *Accounting Assistant/Accounts Payable*

Online

Rebecca Forney, *Dean of Online Learning*

B.A. Communications, West Liberty University

M.A. Journalism, West Virginia State University

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Associates, Early Childhood Education, West Virginia Northern Community College

B.A. Regents, West Virginia University

Courtney Poullas, *Administrative Assistant*

B.A. Professional Writing and Editing, Youngstown State University

Masters, English, Youngstown State University

Student Services & Registrar

Registrar:

Stephanie Baumgardner, *Graduation Assistant Coordinator*

B.S. Business Administration, West Liberty University

Kristine Benard, *Prior Learning Specialist*

Masters in English, University of Toledo

Shelby Bennett, *Student Information Clerk*

A.T.S. Information Technology, Eastern Gateway Community College

Amanda Coburn, *Veteran's Clerk*

A.A.B. Business Mgt., Eastern Gateway Community College

B.S. Business Admin., West Liberty State College

Josh Danko, *Student Information Clerk*

Bachelor in Business Management, West Liberty University

Kaitlin DeMarco, *Student Information Clerk*

Bachelor in Communication Studies, Edinboro University

Ashley Ferguson, *Transcript Evaluator*

Bachelors in English & French, The College of Wooster

Alyssa Furr, *Transcript Evaluator*

B.S. Criminology, University of South Florida

Deborah Graham, *Catalog Coordinator*

Christine Habuda, *Interim Transcript Coordinator*

Master in Business Administration, Walsh University

Michael Ianazone, *Student Records Clerk*

Bachelor in Geography, Youngstown State University

Brittany Jackson, *Transcript Evaluator*

Bachelor, Psychology, Louisiana State University at Shreveport

Jade Jurczak, *Assistant Registrar*

Masters in Integrated Marketing Communications, West Virginia University

Cynthia Leasure, *Student Records Clerk*

A.A.B. Executive Secretarial, Eastern Gateway Community College

Katie Logan, *Student Records Clerk*

Melissa Miller, *Student Services Specialist*
A.A. General Studies, Eastern Gateway Community College

Donna Peters, *Student Records Clerk*

Julia Pinkerton, Student Information Clerk
Associate in Business Management, University of Phoenix

Sara Porter, *Transcript Evaluator*

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A.A.B. Office Information Technology, Eastern Gateway Community College

B.S. Organizational Supervision, University of Akron

Marissa Rebich, Student Information Clerk

William Kenneth Rupert, Registrar

A.A. General Studies, Eastern Gateway Community College

B.S.W. Social Work, Bethany College

Nicole Davis-Schuetzner, Graduation Coordinator

MBA, Salem University

B.A. Hospitality Management, Fairmont State University

B.A. Business, Fairmont State University

Natalie Thomas, Student Information Clerk

Certificate Accounts Payable/Receivable, University of Phoenix

Certificate Customer Care, University of Phoenix

Certificate Real Estate Sales Person, Hondros School of Business

Sheila Vasconcellos, Student Information Clerk

Enrollment Services

Pamela Alicea, Academic Advisor

Bachelor, Human Resource Management, University of Arkansas at Little Rock

Monica Allison, Academic Advisor

Bachelor, History and Museum Studies, Walsh University

Alisha Alls, Interim Student Success Coach

Bachelor, General Studies, Youngstown State University

Master's, Special Education, Grand Canyon University

PhD, Grand Canyon University

Arian Bertram, Admissions Counselor

Zachary Burns, Admissions Counselor

Megan Clegg, Academic Advisor

Bachelor, Educational Studies, Hiram College

Megan Colabella, Academic Advisor

Associate, Veterinary Technology, Brown Mackie College, Salina

Bachelor, Biology, The University of Findlay

Michael Copploe, *Academic Advisor*

B.S.B.A. Marketing Management, Youngstown State University

Cassandra Cornell, Admissions Counselor

Courtne Davis, Student Success Coach

Bachelor, Psychology, West Liberty University

Masters, School Counseling, Geneva College

Leslie Davis, Admissions Counselor

Ryan Forney, *Academic Advisor*

Bachelor, Biology, University of Akron

Masters, Management and Leadership, Western Governors University

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Bachelor, Education-Spanish, Central Michigan University

Master, Education-Guidance and Counseling, Eastern Illinois University

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Sarde Grissett, Student Services Representative

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Bachelor, Communication Studies, Kent State University

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B.A. Secondary Education, West Liberty University

M.S. Educational Administration, Franciscan University of Steubenville

Kalyn Huff, *Enrollment Specialist*

B.S. Fashion Merchandising, Kent State University

Sammie Johnson, Academic Advisor

Bachelor, Social Work, Tuskegee University

Master, Human Resources, Prairie View A&M University

Kristin Keener, Admissions Counselor

Associate, Criminal Justice/Corrections, Eastern Gateway Community College

Alicia Korbini, Academic Advisor

Masters, University of South Carolina, Columbia

Tyler Loschke, Academic Advisor

Master, Public Administration, John Jay College of Criminal Justice of the City University of New York

Erik Lucas, *Academic Advisor*

B.A. Music, West Liberty University

Katelyn Ludewig, *Academic Advisor (Online)*

Bachelor, Strategic Communications, Ohio State University

Victoria Luyster, Admissions Counselor

Katie Mattern, Academic Advisor

Associate, Applied Business, East Ohio College

Bachelor, Social Sciences, Franklin University

Lindsey Mattern, Academic Advisor

Associate, Medical Office Administration, Ohio Valley College of Technology

Bachelor, General Studies, Southern New Hampshire University

Crissie Moran, Academic Advisor

Bachelors, Regents Bachelor of Arts Degree, West Liberty University

Erik Neff, Director of Online Enrollment Services

B.S. Consumer Affairs, Ohio State University

M.B.A. Finance & Mgt., Argosy

Janeetsa Ortiz, Academic Advisor

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Taylor Parana, Academic Advisor

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Master, English, Youngstown State University

Judith Ricottilli, *Director of Online Enrollment Services, Youngstown*

B.S.B.A. Business Administration, Youngstown State University

Cassandra Robbins, Academic Advisor

Bachelor, Digital Media, University of Cincinnati

Zachary Robbins, Academic Advisor

Master, Philosophy, University of Houston

Sara Schwendeman, Academic Advisor

Bachelor, English, Kent State University

Richard Seawood, *Senior Academic Advisor*

B.A. Education, Youngstown State University

M.A. Special Education, Harris University

Donna Singh, Academic Advisor

Master, Curriculum and Instruction, California Coast University

Naveen Singh, Academic Advisor

Associate, Radiologic Technology, Eastern Gateway Community College

Bachelor, Business Administration, California Coast University

Leigh Smith, Academic Advisor

Bachelor, General Studies, Kent State University

Luke Tacosik, Academic Advisor

Bachelor, Criminal Justice, West Liberty University

Master, Organizational Leadership, West Liberty University

Kesha Thompson, Interim Admissions Recruiter

Bachelor, Regents Bachelor of Arts, West Liberty University

Master, Executive Leadership, Liberty University

Marie Traversa, Admissions Counselor

Jessica Valsi, Admissions Counselor

Master, Public Policy and Management, Ohio State University

Christian Viau, Admissions Counselor

Bachelor, History, California University of Pennsylvania

Master, Art and Cultural Management, University of Denver

Lukas Vinci, Academic Advisor

Bachelor, Sports and Recreational Management, Ashford University

Megan Vinci, Academic Advisor

Bachelor, Early Childhood Education, Ashford University

Jeremy Walker, Admissions Counselor

Associate, Arts, Kent State University

Bachelor, Communications Studies, Kent State University

John Ward, Academic Advisor

Bachelor, Theatre Arts, West Virginia University

Masters, Theatre Arts, Regent University

Financial Aid

Frank Aleksiejczyk, Financial Aid Specialist

Bryce Barrett, Financial Aid Help Desk Specialist

Ryan Barrett, Financial Aid Help Desk Specialist

Associate, Business Management, Eastern Gateway Community College

Joyce Burns, Financial Aid Specialist

Associate, Office Systems Technology, College of the Albemarle

Dustin Coffman, Financial Aid Help Desk Specialist

Dolores Cummings, *Verification Specialist*

Christopher Fox, *Financial Aid Coordinator*

Master in Business Administration, Robert Morris University

Master, Business Education, Robert Morris University

Morgan Gilbert, Financial Aid Help Desk Supervisor

Anna Hinderer, *Verification Specialist*
Bachelor in Mathematics, Wingate University

Shannon Hooper, *Financial Aid Specialist*
Associate in Administrative Assisting, Ohio Valley Business College

Kenyetta Lucas, *Financial Aid Specialist*
Associate in Business Administration, Gwinnett College

Brenda Mallis, *Assistant Director of Financial Aid*
B.S. Accounting, West Liberty State College

Allissa Pasco, *Verification Specialist*
Associate in General Education, Eastern Gateway Community College

Business Management Certificate, Eastern Gateway Community College

Kurt Pawlak, *Director of Financial Aid*
Bachelor in Environmental Science, Allegheny College

Alexandra Shuble, *Administrative Assistant to Financial Aid*

Karyssa Smith, *Coordinator of Student Loans*
A.A.B. Administrative Assistant, Eastern Gateway Community College

Bachelor, Business Administration, Southern New Hampshire University

Rebecca Steckman, *Financial Aid Coordinator*
Bachelor in Sociology, Grove City College

Kesha Thompson, Financial Aid Specialist - Verification

Kevin Wagner, *Financial Aid Specialist*
Bachelor in Business Management, Duquesne University

Taren Wesson, *Financial Aid Specialist*
Associate, Applied Business, Eastern Gateway Community College.

Associate, Arts, Eastern Gateway Community College.

JoAnn Zajac, *Assistant Coordinator, Financial Aid*
A.A.B. Accounting, ITT Technical Institute

Human Resources

Deborah Close, *Payroll Specialist*
A.A. Business Management, Jefferson Community and Technical College

Anthony Colabella, *Human Resource Specialist*
MBA, Franciscan University of Steubenville

Summer Daniels, *Payroll Specialist*

B.S. Business Administration, West Virginia University Institute of Technology

Luca D'Ortenzio, *Human Resource Specialist*

B.S. Management, University of Akron

Leanna Freeman, *Payroll Manager*

A.A. Accounting, Eastern Gateway Community College

David Hancock, *Assistant Director of Human Resources*

B.S. Business Administration, Youngstown State University

Erica Henry, *Associate Vice President of Human Resources*

M.A. Higher Education Administration, West Virginia University

M.S. Human Resources Management, University of Birmingham, United Kingdom

Alisa McGlone, *Human Resource Specialist - Online*

B.S. Communication Studies, Ohio University

B.S. Applied Management, Ohio University

Kimberlyn Sims, *Human Resource Specialist - Online*

B.A. Strategic Communications, West Virginia University

Kyle Sutphin, *Human Resource Specialist*

B.S. Communication Studies, Ohio University

B.S. Applied Management, Ohio University

Patricia Williams, *Human Resources Clerk*

A.S. Secretarial Studies

Student Affairs and Activities

Alexis Brewer, *Coordinator of Testing and Tutoring*

Associate of Arts, Eastern Gateway Community College

Tracy Esken, *Administrative Assistant for Adult Education and Student Success*

Associate, Medical Assistant, Ohio Valley College of Technology

Michael Gault, *Interim Student Success Coach: Accessibilities*

Associate of Arts, Kent State University

Bachelor, English, Kent State University

Dawn Gombar, *Director, Student Accessibility Services*

Associate, Business Management, Eastern Gateway Community College

Bachelor, Organizational Leadership & Development, Wheeling Jesuit University

MBA, Franciscan University of Steubenville

Stefani Hairston, Interim Student Testing Specialist

Ashlea Kennedy, Student Activities Coordinator

Associate, General Studies, Eastern Gateway Community College

Ryan Pasco, Director of Grants Management

Bachelor, Communication Studies, West Virginia University

Abbie Twyford-Wilson, *Director of Student Activities/ Youngstown Campus*

B.A. Political Science, Youngstown State University

M.Ed. Counseling, Youngstown State University

Bookstore

Stephanie DeCost, Bookstore Manager

Associate, Legal Assisting, Kent State University

Bachelor, Educational Studies, Kent State University

Tracy Hardman, Bookstore Manager

Cordell Ramsey, Bookstore Clerk

Laura Shimko, Bookstore Clerk

Associate, Business Management, Eastern Gateway Community College

Articulation and Transfer

Melanie DiCarlo, *Director of Articulation & Transfer*

A.A.B. Business Mgt., Eastern Gateway Community College

B.A. Organizational Leadership, West Liberty University

M.S. Higher Education Leadership & Administration, Capella University

TRIO

Jian Apiolaza, Assistant Director, TRIO Upward Bound

B.S. Political Science, Kutztown University

M.S. Non-Profit Mgt., Bay Path University

Brittany Crosio, Executive *Director, TRIO EOC*

Master in Education, Arkansas State University

Ashley Edwards, Academic Counselor/Program Coordinator, TRIO SSS

Bachelor, General Studies, Youngstown State University

Jasmine Handy, Outreach Advisor TRIO EOC

Bachelor, Social Work, Youngstown State University

Carissa Henry, Assistant Directory, *TRIO SSS*

B.S.S. Special Studies, Ohio University

M.A. Clinical Counseling, Ashland Theological Seminary

Doctorate, Formative Counseling, Ashland Theological Seminary

Alexis Herron, Data Administration Specialist, TRIO EOC

Associate, Cornerstone Honors, Tarrant County College District

Jessica Holubeck, Academic Counselor/Program Coordinator, TRIO EOC

Bachelor, Professional Communications, Wheeling Jesuit University

Marybeth Jones, *Logistics/Project Manager, TRIO SSS*

B.S. Business Admin., West Liberty University

Marlo Trabert, Academic Coordinator, TRIO Upward Bound

Bachelor, Education, Bethany College

Bachelor, History, Bethany College

Master, Education, Bethany College

Tracy Yaich, *Director, TRIO Upward Bound*

B.A. Social Science Education, Ashford University

M.A. Special Education, Ashford University

Career Development

Carissa Benchwick, Career Development Corrdinator

Bachelor, Business Administration, Youngstown State University

Master, Education-Counseling, Youngstown State University

Roxanne Bohach, *Career Development Coordinator*

B.A. Journalism, Youngstown State University

Kelley Frazier, *Alumni Coordinator*

Associate, Business Administration, Strayer University

Bachelor, Business Administration-Management, Strayer University

Master, Digital Entrepreneurship-Business Administration, Strayer University

Leanna Lulla, *Career Development Coordinator*

B.A. Public Relations, Westminster College

Academic Affairs

Cindy Alban, *Student Records Specialist*

Gina Augustine, *Interim Dean of Academics*

Danielle Bryan, Interim Director of Student Academic Progress

Bachelor, Psychology, Clarion University of PA

Masters, Organizational Development and Leadership, Shippensburg University of PA

Patrick Carbon, College Credit Plus Advisor

Master in History, Youngstown State University

Patricia DiGiacobbe, *Director of Instructional Design*

A.A.S. Computer Technology, Kent State University

B.A. Mathematics, Youngstown State University

M.C.I.S. Computing and Information Systems, Youngstown State University

Sarah Fletcher, *Director, College Credit Plus*

Bachelor in Business Administration, Franklin University

Daniel Fritzman, Instructional Specialist

Associate, Computer Information Processing, West Virginia Northern Community College

Bachelor, Business Information Systems, West Liberty University

Denise Gunsur, **Executive Assistant to the Senior Vice President of Academic Affairs**

Associate in Executive Administrative Support, University of Cincinnati

Robert Haught, *Instructional Specialist*

B.A. History, Thomas Edison State University

Master in Instructional Technology, Fort Hayes State University

Margaret Jackson, *Administrative Assistant to the Health, Sciences & Public Services Programs*

Thomas Lamantia, *Distance Learning Tech Specialist*

Associate in Internet and Interactive Digital Media, Eastern Gateway Community College

Dr. Hamad Nawaz, **Dean of Health, Science and Public Services, Assistant Professor**

B.S. Biology, Youngstown State University

M.S. Biology, Youngstown State University

M.D. Medicine, Medical University of Silesia

Rachel Riska, *Interim Assistant Dean of Health Sciences & Public Services*

Master in Business Administration, West Virginia University

Amanda Watson, **Interim Business Manager of Academics**

Bachelor in History, Bethany College

MBA, Project Management, Salem International University

Library

Angela Francis, *Library Assistant*

Early Childhood Certificate, Eastern Gateway Community College

A.A. Education Paraprofessional, Eastern Gateway Community College

Amanda Miller, *Reference, and Instruction Associate*

B.A. English Literature, Youngstown State University

Master Fine Arts, Youngstown State University

Brian Richards, *Director, Library and Resources*

B.A. History, Franciscan University of Steubenville

Master in Library and Information Science, Kent State University

Pamela Taracjak, *Information Support Specialist*

B.A. History, Youngstown State University

M.A. History, Youngstown State University

Youngstown Campus and Workforce

Charles Anderson, CDL Trainer

Jeffrey Arranz, CDL Trainer

Brian Beckett Jr., Director of EGCC Driving School

Bachelor in Christian Ministries, Apostolic Bible Institute

James Hawk, CDL Trainer

Regina Perry-Lisbon, Administrative Assistant, Workforce Youngstown

Amelia Taggart, Director of Workforce

Bachelor, Technology Education, Ohio State University

Johnathan Young, CDL Trainer

Heidi Smith, Administrative Assistant

Shirley Wade, Administrative Assistant, Foundation

Savannah Zeigler, CDL Recruiter & Classroom Trainer (**Workforce Steubenville**)

Hospitality Management, Pittsburgh Technical College

Community Outreach, & Aspire

Jermel Bailey, ASPIRE Director of Data and Compliance

Bachelor, Transportation Systems, Morgan State University

Cameron Bonds, *Interim ASPIRE Care Coach*

Craig Bonds, *Interim ASPIRE Care Coach*

Jessica Castro, *Interim ASPIRE ESOL Coordinator*

Bachelor in Biology, Universidad du Turabo

Kimberly Haley, *ASPIRE Curriculum and Career Development Coordinator*

Bachelor in Computer Science, Youngstown State University

Jermaine Kelley, *Administrative Assistant*

Pharmacy Tech, Ashworth College

Sandra Lee, Interim Career Navigator

Associate, Medical Coding, Eastern Gateway Community College

Hayden Martin, *ASPIRE Curriculum and Career Development Coordinator*

Associate in General Education, Eastern Gateway Community College

Christina Miller, *ASPIRE Curriculum and Career Development Coordinator*

Bachelor in Biology, Kent State University

Jeremy Miller, Associate Vice President of *Grant Management & Student Success*

Bachelor, Biology, Kent State University

Alexandra Montaz, ASPIRE Instructor

Aaron Schultz, *Interim ASPIRE Curriculum and Career Development Coordinator*

Bachelor in Regents of Arts, West Virginia University of Parkersburg

Masters, Liberal Arts, Fort Hays State University

Travis Weyland, *ASPIRE Instructor, Full-time*

Bachelor, Middle Childhood Education, University of Akron

Willie Duck, Jr., *Security Officer*

Robert Herceg, *Director of Security and Safety*

Donald Parsons, *Security Officer*

Linda Ribar, *Security Officer*

Paul Swinsinski, *Security Officer*

Paul Waltz, *Security Officer*

Gene Wise, *Security Officer*

Marketing and Communications

Lauren Ames, *Event Coordinator*

BA Advertising, The Art Institute of Pittsburgh

BA History of Art and Architecture, University of Pittsburgh

Gabryelle Walsh, *Marketing Specialist*

BA Advertising and Public Relations, Evangel University

Campus Connections

Colleen Beiter, Campus Connections Operator

Kayla Litten, Campus Connections Operator

Samantha Martin, Interim Director of Campus Connections

Associate, Christian Ministries, Ohio Christian University

Bachelor, Leadership & Ministry, Ohio Christian University

Penny Scheel, Campus Connections Operator

Fulltime Faculty

School of Arts, Humanities, Social Sciences

W. Brent Carney, *Professor*

M.A. History, Old Dominion University

Danielle Chilensky, Instructor

Bachelor, Spanish, Arkansas State University

Jeremy Christensen, *Instructor*

BS, Speech/History, Black Hills State University

MA, Communications, Rhetoric and Public Address, University of South Dakota

A.B.D., English, University of South Dakota

Eliyasa Dampha, *Instructor*

B.A. International Development & Sociology, University of the Gambia, Banjul

M.A. Sociology/International Affairs, Ohio University

PhD. Criminal Justice, California University of PA

Dr. Scott Duryea, *Instructor*

BA, John Carroll University, History and Political Science

MA, East Carolina University, International Studies

Masters, East Carolina University, History

PhD., Old Dominion University, International Studies

Shirley Fisher-Ciancetta, *Associate Professor*

B.A. Theatre, Clarion University of Pennsylvania

M.A. Oral Interpretation, Northwestern University

Dr. Paul Geary, *Assistant Professor Online Faculty*

Doctorate in Public Affairs, UNLV

Tiiu Gennert, *Instructor*

BA, Biology/Chemistry, Case Western Reserve University

MA, Medical Anthropology with International Health Focus, Case Western Reserve University

JD, Benjamin N. Cardozo School of Law

Jared Gulley, *Instructor*

Master in Humanities & English, Tiffin University

Angela Kearns, *Instructor*

Bachelor in Sociology, Denison University

Master in Social Work, University of Pennsylvania

Darrel Lawrence, *Associate Professor*

B.A. English, California State University, Northridge

M.A. English, West Virginia University

Tammy Michael, *Instructor*

Master in English and Creative Writing, Southern New Hampshire University

Master in Communication, Southern New Hampshire University

Dr. Tami Patterson, *Instructor*

Ph.D. Experimental Psychology, Kent State University

Scott Rogers, *Instructor*

B.A. Communications, Hiram College

M.A. Telecommunications, Kent State University

Dr. John L. Romanek, *Professor*

M.A. Clinical Psychology, Marshall University

Ph.D. Psychology, Northcentral University

David Ross, *Online Faculty*

Master in Counseling Human Services and Guidance, Montclair State University

Carolyn Stevenson, *Online Faculty*

Bachelor in English, Northern Illinois University

M.A. Governors State University, Communications

MBA Kaplan University

Ed.D. of Education Roosevelt University

Dr. Zachary Sunderman, Assistant Professor

Ph.D. Sociology, The New School of Social Research

Dr. Dayna Terrell, Assistant Professor

Juris Doctorate, Texas Southern University

Lynn Zvara, Instructor

M.A. English Youngstown State University

School of Business and Leadership

Robert Benson, Assistant Professor

MBA, University of Pittsburgh

Michael Conrad, Instructor

BA, Political Science, West Virginia University

MS, Education, Franciscan University of Steubenville

Susan Engel, Online Faculty

Master in Economics, University of California, Santa Barbara

Joseph Friona, Instructor

MA, Arts Philosophy, Franciscan University of Steubenville

MA, Arts Economics, State University of New York at Buffalo

Dr. Ken Knox, Associate Professor

B.A. Human Resource Mgt., Wheeling Jesuit University

M.S. Strategic Leadership, Mountain State University

Ph.D. Organizational Mgt., Capella University

Dr. Timothy Long, Assistant Professor

BA Criminal Justice Kent State University

Master's in Human Relations, University of Oklahoma

Master of Science: Strategic Leadership, Mountain State University

Doctorate in Business Administration: Quality Systems Management, New England College of Business

Judith Miller, Instructor

Master of Science in Strategic Leadership, Mountain State University

Lori Parry, Assistant Professor

MBA, Franklin University

Master's in human resource management, DeVry

Dr. Byron Phillips, Assistant Professor

BA--Pre-Med-Biology--California University

MBA--Business-University of Pittsburgh

MAT--Education--University of Pittsburgh

MBA--Business--University of Pittsburgh

Edd-Educational Administration--University of Pittsburgh

Post-Doctoral Studies in Business, Education, and Clinical Psychology--University of Pittsburgh

Johnna Provenzano, Online Faculty

Master of Business Administration, Franciscan University of Steubenville

Renea Riesen, Instructor

Associate Degree, Eastern Gateway Community College

B.S.B.A, Alliant School of Management

MS, Kaplan University, Accounting-Tax

Diane Sokol, Instructor

BS Accounting Franciscan University

MS Accounting Kent State University

Robert Raupach, Instructor

M.S. Mathematics, Cleveland State University

M.B.A. Business Admin., Baldwin Wallace College

Beth Stull, Associate Professor

B.A. Education, Fairmont State College

M.S. Mathematics, West Virginia University

Karen Spindler, Associate Professor, Program Director Business Management, PTK Chapter Advisor

M.B.A. Business Administration with Minor in Accounting, Franklin University

B.S. Business Administration with Minor in Accounting, Chancellor University

Kelly Thornton, Online Faculty

Master of Education, Converse College

MBA, Strayer University

School of Engineering and Information Technology

Christopher Bourne, Instructor

MSc, Information Technology, Nova Southeastern University

Certificate, Data Science and Machine Learning, MIT IDSS

BS, Electronic Engineer, RENS & RENS, Hilversum, The Netherlands

Certificate, Developing Innovative Ideas for New Companies, University of Maryland

Nghi Dao, *Associate Professor, Program Chair Information Technology*

B.S. Engineering, University of Pittsburgh

M.S. Information Sciences, University of Pittsburgh CISCO

Certified Network Associate (CCNA)

Certified Performance Analyst in Ethernet

CORE Certification in ATM switching

MCP Microsoft Certified Professional

Christopher Frum, Instructor

Associate in Applied Sciences, West Virginia University at Parkersburg

Rachel Gramann, Instructor

B.S. Carroll College, Computer Science-Software Engineering

MBA Capella University

Doctorate of Business Management, Capella University

Elizabeth Kennedy, *Instructor*

Bachelor in Technology - Applied Studies, Kent State University

Carl Kovach, *Instructor*

Certificates, Tooling U, Basic Cutting, Cutting Processes, Engine Lathe Basics, Ferrous Metals, HAAS NGC, Overview of Machine Tools, Safety Metal Cutting

Certificates, Danville Community College, CNC Turning, Milling, Probing and Macro Programming

Certificates, NIMS, Lathe and Mill Programming, Setup and Operations, Mill Operations, Job Planning, Benchwork, and Layout

Certificates, HAAS Factory Outlet, Lathe Class, Mill Class

Anthony Nuzzi, *Instructor*

MA, Electrical Engineering, Youngstown State University

BA, Electrical Engineering and Biology, Youngstown State University

Roberta Parnicza, *Associate Professor*

A.A.S. Data Processing, West Virginia Northern Community College

B.S. Computer Science, Point Park College

MCP Microsoft Certified Professional

MCSA Microsoft Certified Systems Administrator

MCSE Microsoft Certified Systems Engineer

Robert Raupach, *Instructor*

M.S. Mathematics, Cleveland State University

M.B.A. Business Admin., Baldwin Wallace College

Beth Stull, *Associate Professor*
B.A. Education, Fairmont State College
M.S. Mathematics, West Virginia University

Julia Verlotte, *Instructor*
Master in Mathematics, Youngstown State University

Vicki Young, *Instructor*
Sheet Metal Journeyman, Certified Welder

School of Health, Sciences, and Public Services

Benjamin Alexander, *Instructor*
B.S. Chemical Engineering, Youngstown State University
M.S. Chemical Engineering, University of Akron

Breea Burke, *Instructor*

Robert Campbell, *Instructor*
B.S. Combined Science, Youngstown State University
M.S. Cell and Molecular Biology, The University of West Florida

Jayne Carlini, *Assistant Professor*
Bachelor, Criminal Justice, Youngstown State University
Master, Criminal Justice, Youngstown State University

Stephanie Colovos, *Instructor*
Master in Nursing, Chamberlain University

Kathleen Compton, *Instructor*
Bachelor in Public Health, Kent State University
Associate in Respiratory Therapy, Eastern Gateway Community College

James Corrin, *Assistant Professor*
Bachelor, Criminal Justice Studies, Kent State University
Master, Criminal Justice, Tiffin University

Paula Davis, *Interim Instructor (Nursing)*

Dr. Carl DeCarlo, *Assistant Professor*
Bachelor, Fire Service Management, Southern Illinois University Carbondale
Master, Fire Service and Homeland Security Management, Southern Illinois University Carbondale

Master, Public Administration, Anna Maria College
Ed.D. Higher Education and Organizational Change, Benedictine University

Beth Doyle, Instructor

Bachelor in Applied Management, Ohio University
Associate in Applied Science - Registered Nursing, Belmont College

Jodi L. Eick R.T. (R), Assistant Professor *Clinical Coordinator Radiology*
A.A.S. Jefferson Technical College

Marybeth Emmerth, Assistant Professor

Master in Healthcare Supervision Management, University of Pittsburgh

Victoria Forte, Instructor

BSN Nursing, Carlow University

M.S. Nursing, Carlow University

Michael Freeman, Instructor, Program Director, EMS
Paramedic Certification, Davenport University (NREMT-P)
A.S. Fire Protection Technology, Monroe Community College
B.S. Public Safety Mgt., Franklin University

Lisa Galich, Instructor (Rad Tech)

Mary Stela Gallegos, Instructor

B.S. Health Science, California State University-Fresno

M.S. Health Science, California State University-Fresno

Doctorate, Education Leadership and Management, Alliant International University

Tammy Graham, Associate Professor, Program Director Dental Assisting *and EFDA*
CDA, RDH, EFDA
B.S. Dental Hygiene, West Liberty State College
M.H.Sc. Health Science, NOVA Southeastern University

Dr. James Hilton, Associate Professor

Ed.D.. in Educational Leadership, Liberty University

Monica Hudson, *Asistant Professor, Nursing*

ADN Nursing, Ohio Valley Hospital School of Nursing
BSN Nursing, Wheeling Jesuit University
MSN Educational Specialist, Wheeling Jesuit University

Tracy Laverick-Miller, *Professor, Program Chair Medical Assisting, Patient Health Navigator, Healthcare Administration*

B.S. Business Admin., Franciscan University of Steubenville
M.H.A. Health Administration, Ohio University
CMA - American Association of Medical Assistants

Sandra Majetich, Instructor

Associate, Nursing, Youngstown State University

BSN, Nursing Youngstown State University

M.S. Nursing Youngstown State University

Dana Meadows, Professor
Nursing Diploma, Ohio Valley School of Nursing
B.S.N. Nursing, Wheeling Jesuit University
M.S.N. Nursing, Franciscan University of Steubenville
F.N.P. Nursing, Franciscan University of Steubenville
D.N.P. Nursing, Chatham University

Stacy Pierce, Instructor

AS Veterinary Technician, Kent State University

BA History, Youngstown State University

William C. Rensi Jr., *Police Academy Joint Commander*
A.A.S. Criminal Justice, Eastern Gateway Comm. College
Certified instructor and certified commander
Ohio Peace Officer Training Commission

Kathleen Rogers, Associate Professor

Doctorate, Nursing Practice, Ursuline College

Barbara Ryznar, Associate Professor

Master, Health Informatics, University of Cincinnati

Dr. Mahmood Sabihi, Instructor

Doctorate in Veterinary Medicine

Jennifer Salyard, Assistant Professor

Master in Nursing, Walden University

Jennie Scott, Assistant Professor

B.S.N. Nursing, Ohio State University

M.S.N. Nursing, University of Phoenix

Dr. Cathy Sistilli, Professor

Ph.D. Microbiology, University of Rhode Island

Ashley Thompson, *Interim Instructor (Nursing)*

Martin Thorn, Jr., Instructor Commandar

Associate, Law Enforcement, Eastern Gateway Community College

OPOTA Certifications, Ohio Peace Officer Training Commission

Carla Vadala, Assistant Professor

MSN, Nursing, Kent State University

Robert Vance, Assistant Professor

A.A.S. Electrical Engineering, Jefferson Community College

B.S. Natural Science, Shawnee State University

M.S. Entomology, University of Tennessee

Stephanie A. Vance Associate Professor
B.S. Natural Science, Shawnee State University
M.S. Entomology, University of Tennessee
M.S. Human Nutrition, University of Bridgeport

Daniel Wakefield, Instructor

B.A. History and Secondary Education, Youngstown State University

M.A. Curriculum and Instruction, University of Nevada-Las Vegas

M.A. History, John Carroll University

Anna Marie Welshans, *Professor, Program Director Radiology*

R.T.(R)(ARRT) Radiology, Allegheny General Hospital

A.S. Radiology, Robert Morris College

B.A. Organizational Leadership, Wheeling Jesuit University

M.S.Ed. Adult Education, Capella University

Deltalyn West, *Instructor (HIM)*

Amy Zinno, **Assistant Professor**

A.A.S. Medical Assisting Technology, Jefferson Community College

American Association of Medical Assistants (AAMA) Certification

Elizabeth Zoccole, Instructor

Bachelor, Criminal Justice, Youngstown State University

Master, Criminal Justice, Youngstown State University

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

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) 242-2269

Student complaint process

Website: <https://www.alabamaag.gov/consumercomplaint>

Alabama Department of Postsecondary Education

P.O. Box 302130

Montgomery, AL 36130-2130

Phone: (334) 293-4500

Toll-Free: (800) 392-8086

Toll-Free Restrictions: AL residents only

Fax: (334) 293-4526

Website:

<https://www.alabamacommunitiesofexcellence.org/resource/alabama-department-of-postsecondary-education-2/>

State Attorney General's Office <https://www.alabamaag.gov/>

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

Website: <http://acpe.alaska.gov/>

State Attorney General's Office <http://www.law.state.ak.us/>

Arkansas

Arkansas Department of Education

Four State Capitol Mall

Little Rock, AR 72201-1071

Phone: (501) 682-4475

<https://ade.arkansas.gov/>

State Higher Education Agency

Arkansas Division of Higher Education

423 Main Street, Suite 400

Little Rock, AR 72201-3818

Phone: (501) 371-2000

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

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) 319-0800

Website: <http://www.cde.ca.gov/re/di/or/scald.asp>

State Attorney General's Office <https://oag.ca.gov/>

Colorado

State Higher Education Agency

Colorado Department of Higher Education

1600 Broadway, Suite 2200

Denver, CO 80202

Phone: (303) 862-3001

Fax: (303) 996-1329

Website: <http://higherred.colorado.gov/>

State Adult Education Agency

Colorado Department of Education

Adult Education Initiatives

201 East Colfax Avenue, Room 300C

Denver, CO 80203

Phone: (303) 866-6600

Fax: (303) 830-0793

Website: <http://www.cde.state.co.us/cdeadult>

State Attorney General's Office

<https://coag.gov/file-complaint>

Connecticut

State Higher Education Agency

Office of Higher Education

450 Columbus Blvd, Suite 707

Hartford, CT 06103-1841

Phone: (860)947-1800

State Adult Education Agency

Website: <https://www.ctohe.org/>

Office of Higher Education

450 Columbus Blvd

Hartford, CT 13601-1841

Phone: (860)713-6543

State Attorney General's Office

<https://portal.ct.gov/AG>

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

<https://www.doe.k12.de.us/domain/226>

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) 739-1769

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

Division of Postsecondary and Career Education (Postsec)

1050 First Street NE

9th Floor

Washington, DC 20002

Phone: (202) 727-6436

Website: <https://osse.dc.gov/>

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) 727-6436

Fax: (202) 741-0229

Website: <http://osse.dc.gov/service/adult-and-family-education>

Florida

State Higher Education Agency

Florida Department of Education

325 West Gaines St, Suite 1314

Tallahassee, FL 32399-0400

Phone: (850) 245-0505

~~Toll Free: (800) 366-3475~~

Website <https://www.fldoe.org/schools/higher-ed/>

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: <https://www.fldoe.org/academics/career-adult-edu/>

State Attorney General's Office <http://www.myfloridalegal.com/>

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.georgia.gov/>

State Adult Education Agency

Office of Adult Education

1800 Century Place, Suite 300

Atlanta, GA 30345-4304

Phone: (404) 679-1647

Fax: (404) 679-1630

Website: <https://tcsge.edu/adult-education/>

State Attorney General's Office:

<https://law.georgia.gov/key-issues/consumer-information>

Hawaii

State Higher Education Agency

Hawaii Post-Secondary Education Authorization Program

335 Merchant Street, Rm. 310

Honolulu, HI 96813

808-586-7327

Website: <http://cca.hawaii.gov/hpeap/>

State Adult Education Agency

Adult Education Office

Hawaii State Department of Education

1390 Miller Street

Honolulu, HI 96813

(808) 784-6200

Website: <http://www.hawaiipublicschools.org/TeachingAndLearning/AdultEducation/Pages/Home.aspx>

Idaho

State Higher Education Agency

Idaho State Board of Education

650 West State Street, 3rd Floor

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, Suite 324

Boise, ID 83720-5936

Phone: (208) 429-5500

Fax: (208) 334-2365

Website: <https://cte.idaho.gov/>

State Attorney General's Office:

<https://www.ag.idaho.gov/contact/>_____

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://www2.iccb.org/iccb/>

State Attorney General's Office

<https://ag.state.il.us/>

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 <https://www.in.gov/attorneygeneral/consumer-protection-division/>

Iowa

State Higher Education Agency

Iowa College Student Aid Commission

475 SW Fifth St. Suite D

Des Moines, IA 50319

Phone: (515) 725-3400

Toll-Free: (877) 272-4456

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) 281-5294

Fax: (515) 242-5988

Website: <https://educateiowa.gov/adult-career-comm-college/adult-career-and-community-college>

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: https://kansasregents.org/academic_affairs/adult_education

State Attorney General's Office

<http://www.kansaslegalservices.org/node/84/kansas-attorney->

[general-consumer-protection](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 320

1024 Capital Center Drive

Frankfort, KY 40601

Phone: (502) 573-5114

Toll-Free: (800) 928-7323

Fax: (502) 573-5436

Website: <https://cpe.ky.gov/>

State Attorney General's Office: <https://ag.ky.gov/Pages/default.aspx>

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

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

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) 624-6600

Fax: (207) 624-6700

TTY: (207) 624-6800

Website: <http://www.maine.gov/education/adad/dev/index.htm>

State Attorney General's Office

<https://www.maine.gov/ag/consumer/complaints/index.shtml>

Maryland

State Higher Education Agency

Maryland State Department of Education

200 West Baltimore Street

Baltimore, MD 21201

Phone: (410) 767-0100

Website: <http://www.marylandpublicschools.org>

State Higher Education Agency

Maryland Higher Education Commission

6. N. Liberty Street

Baltimore, MD 21201

Phone: (410) 767-3300

Toll-Free: (800) 974-0203 MD residents only

Website: <https://mhec.state.md.us/Pages/default.aspx>

State Adult Education Agency

Division of Workforce Development and Adult Learning

Maryland Department of Labor, Licensing and Regulation

500 North Calvert Street

Baltimore, MD 21202

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 <https://www.marylandattorneygeneral.gov/>

Massachusetts

State Higher Education Agency

Massachusetts Department of Higher Education

Room 1401

One Ashburton Place

Boston, MA 02108-1696

Phone: (617) 994-6950

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/orgs//office-of-attorney-general-Maura-Healey>

Michigan

State Higher Education Agency

Michigan Student Aid

PO Box 30462

Lansing, MI 48909-7962

Phone (888) 447-2687

Website: <https://www.michigan.gov/mde/services/ed-serv/ed-cert/permits-placement/courses-that-can-be-taught/adult-education>

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: <https://www.michigan.gov/ag>

State Attorney General's Office

https://www.michigan.gov/ag/0,4534,7-359-82915_82919_86407---,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) 432-6198

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) 432-6518

Website: <https://www.mccb.edu/>

State Attorney General's Office

<http://www.ago.state.ms.us/divisions/consumer-protection/>

Missouri

State Higher Education Agency

Missouri Department of Higher Education

301 W. High 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

Website: <http://www.ael.mo.gov>

State Attorney General's Office: <https://ago.mo.gov/app/consumercomplaint>

Montana

State Higher Education Agency

Montana University System

560 N. Park Avenue

P.O. Box 203201

Helena, MT 59620-3201

Phone: 406-449-9124

Website: <http://www.mus.edu/>

State Adult Education Agency

Office of Public Instruction: Adult Basic Education

P.O. Box 202501

1227 11th Avenue

Helena, MT 59620-2501

Phone: (406) 444-3680

Toll-Free: (888) 231-9393

Fax: (406) 444-1373

TTY: (406) 444-0169

Website: <https://opi.mt.gov/Families-Students/Student-Resources/Veterans-Adult-Education>

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

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) 471-2295

Toll-Free: (877) 327-6433

Toll-Free Restrictions: NE residents only

Fax: (402) 471-0117

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

North

2601 Enterprise Road.

Reno, NV 89512

Phone: 775-784-4901

Fax: 775-784-1127

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) 687-9115

Fax: (775) 687-8636

Website <http://www.doe.nv.gov/CTE/>

State Attorney General's Office 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: <https://www.education.nh.gov/pathways-education/higher-education-new-hampshireState>

State Adult Education Agency

Bureau of Adult Education

New Hampshire Department of Education

21 South Fruit Street, Suite 20, Concord, NH 03301-3494

Telephone: (603) 271-6699f

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-adult-education>

State Attorney General's Office

<https://www.doj.nh.gov/consumer/complaints/>

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 https://www.nj.gov/oag/services_comcom.htm

New Mexico

State Higher Education Agency

New Mexico Higher Education Department

2044 Galisteo Street Suite 4

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: [https://hed.state.nm.us/students-parents/adult_education\](https://hed.state.nm.us/students-parents/adult_education/)

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

Website: <http://www.acces.nysed.gov/aepp/>

State Attorney General's Office

[https://ag.ny.gov/consumer-frauds/Filing-a-Consumer-](https://ag.ny.gov/consumer-frauds/Filing-a-Consumer-Complaint)

[Complaint](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

6301 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

<https://ncdoj.gov/file-a-complaint>

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) 328-2260

Fax: (701) 328-4770

Website:

<https://www.nd.gov/dpi/education-programs/adult-education-ged>

State Attorney General's Office

<https://attorneygeneral.nd.gov/>

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.odhe.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

<https://ohio.gov/wps/portal/gov/site/residents/resources/workforce-training-and-adult-education>

<https://www.ohioattorneygeneral.gov/Individuals-and-Families/Consumers/File-A-Complaint.aspx>

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) 377-2000

Toll-Free: (800) 522-5810

Fax: (405) 743-5541

Website:

<https://www.okcareertech.org/about/state-agency/divisions/adult-basic-education>

State Attorney General's Office <http://www.oag.ok.gov/>

Oregon

State Higher Education Agency

Office of Student Access and Completion (OSAC)

Suite 100

3225 25th Street SE

Salem, OR 97302

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

<https://www.doj.state.or.us/>

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) 787-6788

Website: <https://www.education.pa.gov/Postsecondary-Adult/Adult%20and%20Family%20Literacy%20Education/Pages/default.aspx>

State Attorney General's Office: <https://www.attorneygeneral.gov>

Rhode Island

State Higher Education Agency

Rhode Island Office of the Postsecondary Commissioner

RIHEAA Building

560 Jefferson Blvd, Suite 200

Warwick, RI 02886

Phone: (401) 736-1100

Fax: 401-732-3541

TDD: 401-734-9481

Website: <https://www.riopc.edu/>

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) 222-4600

Fax: (401) 222-4256

Website: <https://www.ride.ri.gov/studentsfamilies/educationprograms/adulteducationged.aspx>

State Attorney General's Office <http://www.riag.ri.gov/ConsumerProtection/About.php>

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) 734-8300

Fax: (803) 734-3643

Website: <https://ed.sc.gov/instruction/adult-education/>

State Attorney General's Office <http://www.scag.gov/registering-a-complaint>

South Dakota

State Higher Education Agency South Dakota Board of Regents Suite 200

306 East Capitol Avenue

Pierre, SD 57501-2545

Phone: (605) 773-3455

Fax: (605) 773-5320

Website: <http://www.sdbor.edu>

State Adult Education Agency

Adult Education and Literacy Office

State Department of Labor

811 East 10th St., Department 41

Sioux Falls, SD 57103

Phone: (605)367-5300

Fax: (605) 367-5308

Website https://dlr.sd.gov/workforce_services/individuals/adult_education.aspx

State Attorney General's Office <https://atg.sd.gov>

Tennessee

State Higher Education Agency

Tennessee Higher Education Commission

Suite 1900

312 Rosa Parks Ave., 9th Floor

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: (844) 224-5818

Toll-Free: (800) 531-1515

Fax: (615) 532-4899

Website: <https://www.tn.gov/workforce/jobs-and-education/ae.html>

State Attorney General's Office https://www.tn.gov/attorneygeneral/contact-us__

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.highered.texas.gov/>

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: <https://twc.texas.gov/programs/adult-education-literacy-program-overview>

State Attorney General's Office <https://www.texasattorneygeneral.gov>

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) 321-7200

Website: <http://higheredutah.org>

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) 538-7500

Website: <https://www.schools.utah.gov/adulteducation>

State Attorney General's Office

<https://attorneygeneral.utah.gov/contact/complaint-form/>

Vermont

State Higher Education Agency

Vermont Student Assistance Corporation

10 East Allen Street

P.O. Box 999

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

1 National Life Drive, Davis 5

Montpelier, VT 05620-2501

Phone: (802) 828-1130

Fax: (802) 828-6430

Website: <https://education.vermont.gov/student-learning/adult-education>

State Attorney General's Office <https://ago.vermont.gov/>

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

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

Website: <https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education>

State Attorney General's Office <https://www.oag.state.va.us/consumercomplaintform/form/start>

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

Washington Board for Community and Technical Colleges

1300 Quince Street, SE

P. O. Box 42495

Olympia, WA 98504-2495

Phone: (360) 704-4400

Fax: (360) 704-4415

Website: <https://www.sbctc.edu/>

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

FAX: 304-558-1011

Website: <http://www.wvhepc.edu/>

State Adult Education Agency

West Virginia Department of Education: WV Adult Education

1900 Kanawha Boulevard, East

Charleston, WV 25305

Phone: (304) 558-2681

Fax: (304) 558-3946

Website: <http://wvde.state.wv.us/abc/>

State Attorney General's Office <https://ago.wv.gov/Pages/default.aspx>

Wisconsin

State Higher Education Agency

Wisconsin Higher Educational Aids Board

4822 Madison Yards Way, 7th Floor

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)266-3390

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) 777-7763

Website: <http://www.commission.wcc.edu/>

State Adult Education Agency

Adult Basic Education Office

Wyoming Community College Commission

2300 Capital Ave, 5th Floor, Suite B

Cheyenne, WY 82002

Phone: (307) 777-7763

Fax: (307) 777-6567

Website: <http://communitycolleges.wy.edu/abc-2.aspx>

State Attorney General's Office

<http://ag.wyo.gov/home>

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

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: <https://www.doe.as/>

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://national.doe.fm/>

State Higher Education Agency

College of Micronesia-FSM

P.O. Box 159

Palikir Pohnpei 969941 Micronesia

Phone: (691)320-2480

Fax: (691)320-2479

Website: <http://www.comfsm.fm>

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

500 Mariner Avenue

Barrigada, GU 96931

Phone: (671) 300-1536

Fax: (671) 472-5003

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) 735-5531

Fax: (671) 735-5514

Website: <https://guamcc.edu/state-agency-office>

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) 237-3061

Fax: (670)664-3711

Website: <https://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: <https://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://marianas.edu/abe>

Puerto Rico

State Department of Education

Puerto Rico Department of Education

P.O. Box 190759

San Juan, PR 00919-0759

Phone: (787) 759-2000

Fax: (787) 282-6017

Website: <https://www2.ed.gov/about/contacts/state/pr.html>

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

Main Street, Box 189, Koror, Palau 96940

Phone (680) 488-6425

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: <https://www.palaumoe.net>

Republic of Marshall Islands State Department of Education Republic of the Marshall Islands Ministry of Education,

P.O. Box 3

Majuro, Majuro Atoll 96960

Phone: (692)625-5261, Fax: (692)625-3861

Website: <https://pss.edu.mh>

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: <https://www2.ed.gov/about/contacts/state/mh.html>

State Adult Education Agency

P.O. Box 1258

Majuro, MH 96960

Phone: (692) 625-3394/3291/3236

U.S. Virgin Islands

State Department of Education

U.S. Virgin Islands Department of Education

(St. Croix)

2133 Hospital St. Christiansted, St. Croix, V100820

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: <https://www2.ed.gov/about/contacts/state/vi.html>

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: <https://vide.vi/our-divisions/adult-education>

Articulation Agreements

EGCC participates in the Ohio Articulation & Transfer Network transfer initiatives through the Ohio Department of Higher Education to ensure transfer and applicability of courses between Ohio public colleges and universities. In addition, 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 keeping your transfer goal in sight.

Remember, your EGCC courses, especially your general education courses, will transfer to most colleges and universities around the United States. Many colleges and universities outside our partner schools will transfer your entire degree. While EGCC students have transferred to over 500 higher education institutions nationwide, the following interactive list of partner institutions that have active articulation agreements with EGCC is provided for you to explore:

College/University	Type of Agreement	Begin Date (Ongoing)	Location	Accreditation
Aspen University	Programmatic	2020	Denver, CO	DEAC
Baldwin Wallace University*	Institutional	2021	Berea, OH	HLC
Bethany College	Institutional	2017	Bethany, WV	HLC
Capella University	Institutional	2013	Minneapolis, MN	HLC
Central State University	Programmatic	2019	Wilberforce, OH	HLC
Cincinnati College of Mortuary Science	Programmatic	2015	Cincinnati, OH	HLC
Excelsior College	Programmatic	2017	Albany, NY	MSCHE
Franciscan University	Programmatic/Course-to-Course	2011	Steubenville, OH	HLC
Franklin University	Programmatic	2014	Columbus, OH	HLC
Grand Canyon University	Programmatic	2015	Phoenix, AZ	HLC
Kent State University	Programmatic/Course-to-Course	2014	Kent, OH	HLC
Malone University	Programmatic	2019	Canton, OH	HLC
Miami University of Ohio	Programmatic	2016	Oxford, OH	HLC
Notre Dame College	Institutional	2017	Cleveland, OH	HLC
Ohio Dominican University	Course-to-Course	2017	Columbus, OH	HLC
Ohio University	Programmatic	2018	Athens, OH	HLC
Robert Morris University	Programmatic/Course-to-Course	2010	Moon Township, PA	MSCHE
Purdue University Global	Institutional	2019	Indianapolis, IN	HLC
Point Park University	Course-to-Course	2015	Pittsburgh, PA	MSCHE

Salem University	Programmatic	2016	Salem, WV	HLC
Slippery Rock University	Course-to-Course	2006	Slippery Rock, PA	MSCHE
Tiffin University	Course-to-Course	2014	Tiffin, OH	HLC
University of Akron	Programmatic/Course-to-Course	2010	Akron, OH	HLC
University of Cincinnati	Institutional/Programmatic	2019	Cincinnati, OH	HLC
University of Phoenix	Institutional	2013	Phoenix, AZ	HLC
Waynesburg University	Programmatic/Course-to-Course	2021	Waynesburg, PA	MSCHE
Western Governors University	Programmatic/Institutional	2017	Millcreek, UT	NWCCU
West Liberty University	Course-to-Course	2010	West Liberty, WV	HLC
Wheeling University	Course-to-Course	2012	Wheeling, WV	HLC
Youngstown State University	Programmatic	2014	Youngstown, OH	HLC

*as of March 2021 articulation in process

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.

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 and in the catalog at <http://egcc.catalog.acalog.com/content.php?catoid=6&navoid=347>

1. All incidents of theft, vandalism, sexual harassment or assault, domestic or dating violence, stalking, or other criminal activity or accidents shall be reported immediately, by the victim or anyone witnessing the acts or the aftermath, to the Director of Security and Safety at (740) 264-5596, 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 and/or charges with local law enforcement. The College may elect to file a report and/or 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 Facilities Use Policy 9-02, visitors touring the College as part of the admissions process, vendors doing business with the College and similar are generally permitted on campus until 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. 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 with the College.

4. 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 the Catalog.

5. 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.

6. 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.

7. 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.

8. Any questions or comments regarding the College's policies and procedures related to campus crime and security should be directed to the Director of Security and Safety, Senior Vice President and Chief Operations Officer or Vice President of Human Resources and Organizational Effectiveness.

Eastern Gateway Community College Annual Security Report 2022

A. Reporting a Crime

Reporting a Crime in an Emergency

An emergency is any situation where there is risk to human life and/or personal safety, or when a crime is in progress. In the event of an emergency on campus, emergency services are available by calling campus security at 740-264-5596 for Steubenville and 330-506-9189 for Youngstown. Law enforcement, fire protection and emergency medical services can be contacted by dialing 911.

Crimes should be reported immediately by the victim or those witnessing said incident to the Security Officer on Duty or the Director of Security and Safety. Complete details of the incident should be provided. Incident report forms are located in the Steubenville campus security office located in the Gator Center, room 2013, or the Youngstown campus security office in the main lobby in Thomas Humphries Hall. If someone is in immediate danger you are encouraged to call 911, then notify campus security.

Reporting a Crime in a Non-Emergency

Anyone who has been a victim of a crime or witnessed a crime is strongly encouraged to report the incident to the Security Officer on Duty, the Director of Security and Safety or a Campus Security Authority. Campus security will offer assistance in contacting local authorities and will cooperate with any criminal investigation that may result.

For non-emergency situations, students and employees should call campus security at 740-264-5596 for Steubenville and 330-506-9189 for Youngstown. Crimes should be reported immediately by the victim or those witnessing said incident to the Security Officer on Duty or the Director of Security and Safety. Complete details of the incident should be provided. Incident report forms are located in the Steubenville campus security office located in the Gator Center, room 2013, or the Youngstown campus security office in the main lobby in Thomas Humphries Hall.

Local Law Enforcement

Steubenville Campus

Emergency 911
Steubenville Police 740-282-5353
Jefferson County Sheriff 740-283-8600

Youngstown Campus

Emergency 911
Youngstown Police 330-742-8900
Mahoning County Sheriff 330-259-1731

Persons Whom to Report Crime

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to the Security Officer on Duty, the Director of Security and Safety or to Senior Vice President and Chief Operations Officer.

Security Officer on Duty - Steubenville	740-264-5596
Security Officer on Duty - Youngstown	330-506-9189
Director of Security and Safety	740-996-3633
Senior Vice President and Chief Operations Officer	800-682-6553 X1726

Accurate and Prompt Reporting of Crime

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to the Security Officer on Duty, the Director of Security and Safety or a College Security Authority in a timely fashion and to local law enforcement. The reporting person is asked to fill out an incident report. These incident reports are available in the Steubenville campus security office located in the Gator Center, room 2013, or the Youngstown campus security office in the main lobby in Thomas Humphries Hall.

Voluntary Confidential Reporting

Confidential reports of crimes may be made to the Director of Security and Safety for inclusion in the Annual Crime Report. Eastern Gateway Community College reserves the right to investigate any crime reported to College personnel.

Counselors and Confidential Crime Reporting

Eastern Gateway Community College maintains a link on its web site with information for Social Service and Personal Help Services. Students and staff can access this information to contact local agencies that may be able to provide needed services <https://egcc.edu/students/student-support-services/counseling-service>

Currently, the College does not have a written policy that encourages pastoral and professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Eastern Gateway Community College's Response to a Report of Crime

College officials will investigate reports of alleged crimes in a timely manner. In some cases, the College may request the assistance of local law enforcement officials in the investigation. Victims of a crime who do not want to pursue action within the College system or criminal justice system may make a confidential report with the Director of Security and Safety.

The College encourages the reporting of all criminal activity occurring on campus to the security staff and/or local police. The College cooperates fully with any police 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 according to the procedures outlined in the Student Regulations Committee section of the Course Catalog.

When the alleged perpetrators of a reported crime are identified as students, the case will be adjudicated internally and the investigation will be the responsibility of the Director of Security and Safety.

Internal judicial or disciplinary measures by the College are not intended to replace or interfere with action in the criminal justice system. Victims of crime retain the legal right to pursue criminal charges in addition to any internal investigation or proceedings. Criminal investigation by local law enforcement officials, arrest and prosecution can occur independently before, during or after the campus judicial process or employee disciplinary actions. Likewise, the College may pursue its own internal disciplinary measures independent of whether or not criminal charges are filed and/or whether or not they are successfully prosecuted in the criminal justice system.

Security Policies Access to Campus Buildings

Access to campus buildings is restricted to students, faculty, staff and their invited guests and those persons on official business. Other visitors should register with campus officials upon arrival.

College property is reserved for activities 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 policy 9-02 Facilities Use, visitors touring the College as part of the admissions process, vendors doing business with the College and similar purposes. No one other than employees 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.

Campus buildings have various hours of operation depending upon scheduled classes and activities within the building. Outside doors to campus buildings are locked each night once scheduled activity in the building has ended and they are opened again in the morning in time for the first activity. The Steubenville Campus, the quadrants of the Youngstown Campus and the Health and Workforce Building have electronic access control and video surveillance. All students, employees and visitors are prohibited from propping open doors to any building.

Emergency Call Boxes/Surveillance

Emergency call boxes are located strategically throughout the hallways of the Steubenville Campus. These boxes are designed to call security. 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. The Steubenville Campus and Youngstown Campus are equipped with video surveillance of key areas of the facility and are monitored by security.

Security Considerations used in maintaining Campus Facilities

The Maintenance Department has employees that work throughout every area of the campus. It is our policy and practice that as they perform their duties; attention is always to be given to anything that seems unusual, in a disturbed condition or out of place. During their daily activities they are also alert for issues with access control, door operation, lighting and other security vulnerabilities. This also takes into consideration, observations of personnel that they encounter throughout campus. If any unusual conditions are observed, the employee is to first determine if there is an apparent reason for the condition. If not, the condition is reported to their direct supervisor for follow-up. The follow-up may include a contact to be made to campus security for informational purposes or action as deemed appropriate.

Lockers

Lockers are available on the Steubenville Campus and are issued free of charge by campus security on a first come, first served basis. It is the student's responsibility to either renew with campus security or clean out the locker by the end of each term. Lockers that have not been renewed will be opened and the contents will be disposed of at the end of the term. No personal locks may be used on the lockers. Eastern Gateway Community College retains the right to access and inspect the lockers at any time.

Student 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 will not be issued an Eastern Gateway Community College photo ID. IDs are issued for the Steubenville campus at the Gator Center information counter and for the Youngstown campus at the Student Services Center at times 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 when 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.

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.

Escort Service

Students may request a security guard to escort them from a campus parking lot or building to another parking lot or building. Students should contact campus security at 740-264-5596 for Steubenville and 330-506- 9189 for Youngstown to request a security escort.

Pets

Students are not permitted to have pets in campus buildings. Any pet brought to campus must be on a leash at all times. Stray animals should be reported to security immediately.

Weapons

SENATE BILL 199 CONCEALED CARRY LAW WHEREAS, the Ohio Legislature recently passed Senate Bill 199 resulting in a change to the Ohio Concealed Carry Law; and

WHEREAS, Senate Bill 199 allows individuals who have been duly licensed to carry a concealed weapon to now bring such weapon on to the property of public institution and keep such weapon and ammunition locked in the individual's private vehicle; and

WHEREAS, Senate Bill 199 allows Colleges to decide if concealed carry weapons will be permitted anywhere other than those locked in private vehicles by duly authorized individuals; and

WHEREAS, the changes contained in Senate Bill 199 become effective March 21, 2017;

THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees prohibit the presence of weapons, even those in the possession of duly authorized concealed handgun licenses (CHL), except as specifically required by Senate Bill 199.

Security Awareness Programs

Security procedures and practices are published annually in the course catalog and are available to all students, staff, and faculty. Security procedures and practices are available on the Eastern Gateway Community College website at <http://egcc.edu/campus-security/>. All students and employees are encouraged to be responsible for their own safety and the safety of others.

Safety Tips

- In public places keep your valuable items out of sight or in a safe place. If you must leave an area for any length of time, take valuable items with you.
- Report all thefts no matter how small. Each theft that is reported is a clue to investigators and may be useful in apprehending those responsible for a series of thefts.
- Report any suspicious activity, theft or vandalism immediately. Report any unlocked doors that should be locked or other irregularities.
- Do not place yourself in a situation where you are alone with people you do not know well. Do not accept an invitation to go alone to the residence, apartment or room of someone you do not know well. Instead, arrange to meet in a public place where there are other people or arrange to be accompanied by friends.
- When approaching your vehicle carry your keys so you can enter quickly. Always check your rear seat for intruders.
- Lock your doors and keep windows rolled up.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.

Crime Prevention Programs

The College library contains books, periodicals and other printed material which students are encouraged to consult for information about alcohol and illicit drug use, alcoholism and addiction, health risks associated with alcohol or drug use, and legal sanctions for violations of laws regarding alcohol and drug use. To assist a student in avoiding being the victim of sex related 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. <https://egcc.edu/students/student-support-services/counseling-service/>

Criminal Activity Off Campus

Eastern Gateway Community College has no officially recognized off-campus organizations or property. Eastern Gateway Community College does not monitor off-campus activity. Off campus activity is the responsibility of local law enforcement authorities.

Timely Warning/Emergency Notification Policy

If a situation arises that in the judgment of the Senior Vice President and Chief Operations Officer or designee constitutes an imminent ongoing or continuing threat, a timely warning/emergency notification will be issued. In order to confirm the emergency, the Senior Vice President and Chief Operations Officer or designee will consult with appropriate local emergency response authorities, government emergency managers and other officials in the local community, as necessary, to confirm the emergency.

Upon confirmation, the Senior Vice President and Chief Operations Officer or designee will determine who should be notified and will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the Emergency Notification System (ENS), unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

This notification will be sent using voice message on cell phone or land line, text message, and/or email messages. All students, staff and faculty are urged to subscribe to the Emergency Notification System (ENS) to receive timely warnings as well as weather-related or emergency closings. Information on subscribing to the Emergency Notification System (ENS) can be found in the Employee Portal and Student Portal under Emergency Notification System (ENS). When receiving a call from the Emergency Notification System (ENS) an unknown phone number may appear.

Once a timely warning/emergency notification is issued the campus community is urged to check for emergency alerts and updates as additional information is obtained. Follow up messages will be sent out as updates become available.

If necessary, the Senior Vice President and Chief Operations Officer or designee will disseminate information concerning the emergency to local authorities and local media in order that the larger community outside the campus will be aware of the emergency.

Emergency Response and Evacuation Procedure Testing

The College tests the emergency response and evacuation procedures annually by scheduling a tabletop and/or initiating an announced or unannounced functional or full-scale exercise. Emergency Response and Evacuation procedures are provided to all employees and will be emailed to the campus community prior to the annual test. Testing is designed for the assessment of emergency plans and capabilities. Results of tests will be reviewed and plans will be updated as needed. Testing of the annual plan will be documented with a description of the exercise, the date the test was held, the starting and ending time, and if the test was announced or unannounced.

LOCKDOWN AND EVACUATION

The Lockdown and Evacuation Plan provides guidance on how to remain as safe as possible in the event of an emergency.

In the event of an emergency or dangerous situation involving an immediate threat to the campus community it is the responsibility of the President of the College or designee to evaluate the scope of the emergency and the response. These emergencies include a wide range of threats. All emergency operations shall be coordinated by the Emergency Coordinator or designee. Together with the Emergency Response Team (ERT), he/she will determine notification, the content of the notification and will utilize the College's ENS to communicate with the campus community. This notification will, without delay, be sent to all campus phones, campus email addresses and enrolled cell phones or home phones. Notification will be sent unless it is determined by the responsible campus authorities that such a notice will compromise efforts to manage the emergency or rescue a victim.

Members of the Emergency Response Team will notify the broader community when appropriate. The Emergency Response Team will maintain a banner on the College website to provide updated information as it becomes available.

When instructed by the Emergency Coordinator or designee to initiate a "Lockdown" or "Evacuation" of the campus or specific building(s), the following procedures are to be implemented. The College will test the lockdown and/or evacuation procedures annually through a tabletop exercise and/or initiating a drill.

Lockdown Definitions

One of the instructions you may be given in an emergency situation is to "Lockdown" due to an imminent or developing emergency situation. Seeking shelter (going inside) or sheltering in place (staying inside) means to immediately move to the nearest building and wait further instruction. Lockdown is used when there is not time to evacuate or when conditions may warrant it unsafe to do so. If you are asked to "Lockdown", move to an ideal location when possible (interior room without windows). Avoid doors and windows and limit movement and noise.

Incidents where a Lockdown may be potentially the best option:

- Severe weather (lightning, tornado, high winds)
- Active shooter/assailant
- Demonstration
- Hostage situation

Guidelines for Lockdown

Upon receiving a message to Lockdown, remain calm and immediately assess your surroundings. Action must be swift and immediate:

- Remain calm.
- Do not move to another building by foot or by vehicle.
- Identify ideal space for sheltering by selecting an interior room with the fewest windows or vents.

In severe weather conditions, choose a location on the lowest floor possible.

- Do not shelter in open areas such as hallways or corridors.
- Close and lock all windows, exterior doors, and any other openings to the outside, where possible.
- Barricade the doors.
- Turn off lights.
- Keep yourself out of sight and take adequate cover/protection.
- Remain silent. Silence cell phones.
- Assist physically disabled individual if possible.
- After getting to a safe location and without jeopardizing your safety, attempt to obtain additional

clarifying information (e.g. EGCC's Homepage, TV, radio, email, etc.).

Call 911 if possible.

- When in "Lockdown" avoid leaving the building until an all clear has been provided by authorized Fire, Police or security personnel. The "All Clear" will also be communicated through the Emergency Notification System (ENS).

For more information on emergency preparedness, consider the following websites: U.S. Department of Homeland Security at www.ready.gov and www.dhs.gov/files/prepresprecovery.shtm

Evacuation Definition

Evacuation means to immediately vacate the identified location. This requires one to exit a building or area and in some instances the campus. Depending on the situation, evacuation may mean moving offsite but within the vicinity of the campus (such as the opposite side of the street) or moving to a remote location not immediately contiguous to the campus (such as a neighboring facility).

Incidents where an evacuation may be potentially the best option:

- Severe weather (e.g., flooding, loss of power supply)
- Natural Gas Leak
- Fire
- Explosion
- Chemical spill
- Loss of utilities/power failure
- Bomb threat
- Airborne biological/environmental contaminants

Guidelines for Evacuation

- Remain calm.
- Evacuation must be immediate and orderly moving to an approved Emergency Assembly Area (EAA) if appropriate. Remain in the Emergency Assembly Area (EAA) until roll is taken and instructions are given.
- Do not use elevators; exit by way of accessible stairwells.
- Stay away from the immediate area near the building you evacuated.
- Close doors as rooms are vacated.
- Keep to the right side of corridors and stairwells as you exit.
- Do not reenter the building until authorized Fire, Police, or security personnel provides the "All Clear" instruction.
- When safe to do so, assist people with special needs during an evacuation.

Incident Notification

It is not always possible to immediately reach everyone with a single message. EGCC has a multi-layered approach to help maximize the number of contacts reached in the event of an emergency. The following outlines the communication layers within the College Emergency Notification Plan:

- Verbal Notification by Notification Phone Fan-Out

- A Mass communication will be sent to all people enrolled in the ENS:
 - o Building Owners should receive the mass notification and begin their internal notification procedures.
 - o When Building Owners receive an Emergency Notification they will communicate with others in the building or go to offices or rooms in person to advise of specific instructions. An Emergency Voice Mail message will be sent to College faculty, staff and students.
- An Emergency Notification Banner will be posted on the EGCC's Home Page with information on the emergency.
- EGCC's Designated Public Relations Group will work with the news media, providing updates as appropriate.

Training Requirements

Annually, the Emergency Response Team, Security Department, and Maintenance shall participate in training on the EGCC's Lockdown and Evacuation procedures. The distribution of EGCC's Emergency Response Plan must coincide with the annual training. Once training has been completed, the plan will be tested annually, to be followed by a debrief of the test.

Emergency Response and Evacuation Policy

For the safety of all persons using the College's facilities, emergency alarm and building evacuation procedures are detailed below. All students, staff and faculty should read and become familiar with these procedures for their sites.

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 Emergency Notification System. Students will receive important emergency information via the Emergency Notification System (ENS), including emergency situations in the buildings, weather alerts, and weather or other closings. Students should register to receive the 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, staff and faculty 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 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 100 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.

Tornado Alert Procedure

Definition:

Tornados usually occur in the spring and summer; they are formed by severe thunderstorms. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Tornadoes generally occur near the trailing edge of a thunderstorm.

Tornado Watch: Weather conditions are considered favorable for tornadoes to form in and near the watch area. These conditions are determined by the National Weather Service which transmits the watch information through weather radio, television and radio. When a tornado watch has been issued for your area, you should monitor weather radio, local radio or television for additional watches or warnings.

Tornado Warning: a tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado.

If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado. Be prepared to take shelter immediately.

1. Any person hearing a radio or television announcement of a tornado watch should report this information to a College employee or to Campus security.
2. Any person either hearing an announcement of a tornado warning for the immediate vicinity of the College or sighting a tornado should report this information to a College employee or to Campus security.
3. When there is a tornado warning for the immediate vicinity of the College everyone should move to areas in the building that are safer for severe weather. While moving to safer areas everyone should try to alert others in the area of the area of the tornado warning. Campus security will also assist with notifying others of the tornado.

Areas to shelter due to severe weather:

Steubenville Campus - D'Anniballe Building:

2nd Floor Rooms 2500-2527 will go to ground floor interior hallway, both sides of hallway; stay clear of doors and glass.

Ground Floor Rooms 1500-1546 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass.

2nd Floor Rooms 2200-2217 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass.

Ground Floor Rooms 1201-1217 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass.

Rooms 2600-2631 Go to maintenance area inside; both sides of hallway; stay clear of doors and glass.

Rooms 2000-2102 Ground floor north wing interior hallways; stay clear of doors and glass.

Pugliese Building:

Move to the ground floor in the hallways near or inside room 111/113; stay clear of doors and glass.

Regional Workforce Building:

Move to the ground floor or inside restrooms near bottom of steps or the storage room near the back of the industrial side; stay clear of doors and glass.

Youngstown Campus - Thomas Humphries Hall:

Move to interior rooms on the main floor that do not have windows to the outside; stay clear of doors and glass.

Health and Workforce Building:

Move to the basement; stay clear of doors and glass.

Inside buildings:

Stay away from all windows and doors.

Do not open windows.

Move to an interior corridor away from windows.

Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span.

If available, take cell phone and flashlight.

Crouch down along the wall or under a sturdy table and protect your head with your arms from possible debris.

Outside of buildings:

Seek shelter in the nearest building.

Stay away from all windows and doors.

Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span.

If there is no shelter available, lie in a ditch or other depression.

Never attempt to outrun a tornado.

Once an "all-clear" has been given, follow the procedure below:

If the building was not affected by the incident, return to your previous locations.

If your building was affected by the incident, attempt to safely exit the building. If unable to do so, seek help by calling 911 if in imminent danger or Campus Security (Steubenville -740-264-5596 or Youngstown 330-506-9189).

Fire Alarm Test Procedures

1. During each semester the College will sound the Fire Alarm so that the students and employees are familiar with each signal. The dates and times for the sounding of alarms will be published in an email. When it is a published test students and staff will not leave class or the building during the test procedure. Students or employees who cannot hear the alarm(s) should report the location to security or maintenance.

Once a year there will be an announced Evacuation test where the Fire Alarm will be sounded and everyone will need to evacuate the building to test evacuation procedures. The dates and times for the Evacuation test will be published in an email.

2. Any time the Fire Alarm sounds, other than announced system test times and dates, all students, visitors and employees will implement the evacuation procedures. In case of any doubt when the alarm sounds, it should be assumed that the situation is not a test but a real emergency.
3. When a potential threat to the campus community occurs, timely warnings will be issued through Emergency Notification System (ENS), or other appropriate means. Members of the Emergency Response Team will notify the community at large as it is deemed appropriate.
4. The College tests the emergency response and evacuation procedures annually by scheduling a tabletop and/or initiating an announced or unannounced functional or full-scale exercise. Notification of the Emergency Response and Evacuation procedures will be emailed to the campus community prior to the annual test. Testing of the annual plan will be documented with a description of the exercise, the date the test was held, the starting and ending time, and if the test was announced or unannounced.

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 Education Programs

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 Director of Human Resources for investigation and referral to the VPAA 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.
- 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.

Illegal Drug Policy

Eastern Gateway Community College strictly adheres to the federal, state and local laws which govern the possession, distribution or consumption of drugs or other controlled substances. Students illegally possessing, distributing or using such drugs or controlled substances may be subject to criminal prosecution as well as to College disciplinary sanctions.

Disclosures to Victims of Crimes of Violence or Nonforcible Sex Offenses

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.

Title IX, Dating Violence, Domestic Violence and Stalking

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, collegesponsored 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. Contact the Assistant Director of Human Resources, and Title IX Coordinator who has been designated as the College's Title IX and employees' Section 504 Coordinator. That office is located at 101 East Boardman, Youngstown, Ohio 44503 and can be reached at (330) 480-0726 x 3119. The contact e-mail address is titleIX@egcc.edu. If you are unable to reach the Assistant Director, Title IX Coordinator, you can contact the Security Supervisor at 740-264-5596 for Steubenville and 330-506-9189 for Youngstown and/ or email address securitysupervisor@egcc.edu. If you are unable to reach either of these, please 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. Incases 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.

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.

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 Human Resources, Organizational Effectiveness & Title IV; the Senior VPAA; COO; 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 the Senior VPAA 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

Assistant Director of Human Resources
101 Boardman
Youngstown, Ohio 44503
(330) 480-0726 x3119

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.

1. 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;
 - A. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)
 - B. Unwanted touching, patting, hugging, brushing against a person's body, or staring; Inquiries or commentaries about sexual activity, experience, or orientation;
 - C. The display of inappropriate sexually oriented materials in a location where others can view them.

1. 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

Assistant Director of Human Resources

101 Broadway

Youngstown, Ohio 44503

(330) 480-0726 x3119

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.

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.

1. 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 title IX coordinator 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.

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.

Rights of Individual Who is the Subject of a Sexual Harassment Claim - An individual who is the subject of a sexual harassment complaint shall be offered the opportunity to be interviewed by the Vice President of Human Resources, Organizational Effectiveness & Title IV and to present his/her position with regard to the complaint. The individual is entitled to be accompanied during his/ her interview with the Title IX coordinator or by a representative of his/her choice. The individual may also submit his/her response to the complaint in writing.

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.

1. 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.
2. 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.

Policies and Procedures Regarding Sexual Assault

All members of the College community are expected to act toward one another in a manner consistent with our values and mission. The College will not tolerate sexual offenses committed on campus sites or any off-campus, College-sponsored activity. While the College does not condone any form of immoral or illegal sexual conduct, no one at the College should presume that the threat of sexual assault does not exist.

Sexual Assault Awareness

Generally, sexual assault is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. It is an extreme form of sexual harassment and abuse and will be considered a serious offense by the College.

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.

Procedures to Follow in the Event of Sexual Assault

The College strongly encourages any student who has been sexually assaulted either on or off campus to contact the Security Officer on Duty Vice President of Administration, Special Projects, and Legal Affairs, information visitor counter receptionist, or evening coordinator.

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.

Victim Services and Accommodations

Campus Advising Services provides for confidential counseling services to students who are victims of sexual assault. In addition, Campus Counseling Services can provide information regarding other off campus resources for sexual assault victims.

Eastern Gateway Community College maintains a link on its web site with information for Social Service and Personal Help Services. Students and staff can access this information to contact local agencies that may be able to provide needed services. <http://egcc.edu/campus-security/>

The College will change a victim's academic situations upon request, provided such options are reasonably available.

Registered Sex Offenders

The Higher Education Act of 1965 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 counties is attending EGCC. Should the College receive such a notification, students will be advised to seek information regarding local sex offenders from the Ohio Attorney General at <http://icrimewatch.net/ohio.php>

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 (eSORN) may be reached at <http://icrimewatch.net/ohio.php>

Eastern Gateway Community College Crime Statistics

Criminal Offenses

Unfounded Crimes: There were no reported crimes in 2019, 2020 and 2021 that were later determined to be "unfounded."

Eastern Gateway Community College does not have any campus residences.

Daily crime logs are also available from the Campus Security Office.

Crime Definitions

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of a human being by another.

Negligent Manslaughter - The killing of another person through gross negligence.

Sex Offenses:

- a. **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

- b. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, within the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary - The unlawful entry of a structure to commit a felony theft.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime - A criminal offense that manifests evidence that a victim was intentionally selected because the perpetrator's bias against the victim. For Clery Act reporting purposes, the possible categories of bias are: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability. Also, for Clery Act reporting purposes, the following crimes can be hate crimes:

- **Murder and Non-Negligent Manslaughter; Rape; Fondling; Incest; Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson.**
- **Larceny-Theft** - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. For purposes of this definition:

- **Dating violence** includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- **Dating violence** does not include acts covered under the definition of domestic violence.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

Liquor Law Violations - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations - The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapon Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

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. Contact the Vice President of Human Resources, Organizational Effectiveness and Title IX Coordinator who has been designated as the College's Title IX and employees' Section 504 Coordinator. That office is located at 4000 Sunset Blvd., Steubenville, Ohio 43952 and can be reached at (740) 264-5591 x 1683. The contact e-mail address is titleIV@egcc.edu. If you are unable to reach the Vice President of Human Resources, you can contact the Security Supervisor at 740-264-5596 for Steubenville and 330-506-9189 for Youngstown and/or email address securitysupervisor@egcc.edu. If you are unable to reach either of these, please 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.

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.

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.

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 Human Resources, Organizational Effectiveness & Title IV; the Senior VPAA; COO; or college President.

Health Sciences Programs Admissions Criteria

Summary of Program Application/Admission Criteria for 2022-2024

	Medical History	Health Insurance Verification	High School Transcript or GED score of 45 or Certificate of Homeschool	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
Dental Assisting	Required	Required	Required	ENG 095, or MTH 070		18
EFDA	Required	Required	Required		Dental Assistant Certified by the Dental Assisting National Board (DANB), Registered Dental Assistant by American Medical Technologists (AMT) or the Ohio Commission on Dental Assistant Certification (CODA); a registered dental hygienist who has graduated from an accredited dental hygiene program or a graduate of an unaccredited dental college located outside of the United States	8
Medical Assisting	Required	Required	Required			25

Nursing-AD	Required	Required	Required	BIO 107, Algebra I (high school/college equivalent), Chemistry (high school /college equivalent)	Successful Completion of TEAS Entrance Exam	30
Nursing-AD (LPN to ADN)	Required	Required	Required	BIO 107, BIO 108, ENG 101, PSY 101, Chemistry (high school/college equivalent)	Current Ohio LPN License; Successful Completion of TEAS LPN to ADN Entrance Exam	30
Nursing-AD (Health Care Worker to ADN)	Required	Required	Required	BIO 107, BIO 108, ENG 101, PSY 101, Chemistry (high school/college equivalent)	Current Certification or Registry as Medical Assistant, Respiratory Therapist or paramedic; successful completion of TEAS Entrance Exam	30
Nursing-Practical (LPN)	Required	Required	Required	HSC 102, HSC 108, ENG 101, MTH 095	Successful completion of TEAS Entrance Exam; current STNA certification	30
Paramedic	Required	Required	Required	ENG 070, or MTH 070	EMS Exam; current Ohio EMT or A-EMT license	16
Radiology Technology	Required	Required	Required	ENG 095, MTH 095,	Successful completion of TEAS Entrance Exam	16
Respiratory Therapy	Required	Required	Required	ENG 095, MTH 099		21
Veterinary Technician	Required	Required	Required	CSS 106, ENG 101, MTH 105, CHM 101, HSC 101	Minimum of 2.5 cumulative GPA; 40 hours of field experience	25

It is the responsibility of the applicant to submit completed program prerequisites to the Dean of Health, Science and Public Service office.

ACT/SAT Scores:

- ACT - English 18, Math 22
- SAT - Writing 480, Math 530

HEALTH, SCIENCE AND PUBLIC SERVICE

HEALTH REQUIREMENTS MUST BE COMPLETED BEFORE STARTING CLINICALS

HEALTH PROGRAMS	Dental Assisting Prior to DAS 110	EFDA Prior to DAS207	EMT Advanced-EMT Paramedic 30 DAYS from start of program	Medical Assisting Prior to Practicum
Medical History	X		X	X
Physical Exam	X		X	X
Dental Exam	X			
TDAP (every 10 years)			X	X
Tuberculosis Detection	X *(or 2-step Mantoux)	X *(or 2-step Mantoux)	X *	X *
Hepatitis B Vaccine Series	X ***	X ***	X	X
MMR Vaccines I & II			X **	X **
Varicella Vaccines I & II (if no documented Hx of Chicken Pox) or Positive Titer	X	X	X	X
Verification of Antibody Status			X	X
Influenza Vaccine			X	X
10 Panel Drug Screening			X Paramedics only	<input type="checkbox"/>
Health Insurance	X	X	X	X
CPR Card	X ****	X ****	X *****	X *****
BCI & I and FBI Background Check	X	X	X <input type="checkbox"/>	X <input type="checkbox"/>

Technical Standards		X	X	X	X
Health Programs	Phlebotomy Technician Prior to the start of the program	Practical Nursing Prior to Clinical	ADN and ADN HCW to ADN LPN to ADN Prior to Clinical	Radiology Technology Prior to Clinical	Respiratory Therapy Prior to Clinical
Medical History	X	X	X	X	X
Physical Exam	X	X	X	X	X
Color Blindness Testing	X				
TDAP (every 10 years)	X	X	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 **	X **	X **
Varicella Vaccines I & II (if no documented Hx of Chicken Pox) or Positive Titer	X	X	X	X	X
Verification of Antibody Status	X	X	X	X	X
Influenza Vaccine	X	X	X	X	X
10 Panel Drug Screening	X	X	X	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

X Required

* Options: QuantiFERON Gold blood test required unless otherwise noted(Chest x-ray only accepted if positive PPD)

** Titer if MMR prior to 1979z

*** 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; These CPR, BLS and ACLS course providers are accepted by DANB as meeting certification and recertification requirements. Courses much include CP and a hands-on exam must be taken.

- The American Red Cross (ARC)
- The American Heart Association (AHA)
- The American Safety and Health Institute (ASHI)
- American CPR Care Associates
- American CPR Training
- American Environmental Health and Safety
- American Health Care Academy
- Canadian Red Cross
- Emergency Care and Safety Insitutie
- Emergency First Response
- Emergency Medical Training Associates
- Emergency University
- EMS Safety Services
- Medic First Aid
- Medical Training Associates
- Military Training Network
- National Safety Council
- Pacific Medical Training
- ProCPR

EFDA - Registered Dental Assistant by American Medical Technologists (AMT)

***** Course/Certification must be **American Heart Association** Basic Life Support for the Healthcare Provider **(Online certificates will not be accepted)**

▲ - May be required at specific clinical sites

▲▲ - Pennsylvania background checks, Acts 33, 34, and 73 may be required for specific clinical sites

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 of the results, licensure, registry or certification examinations may be prohibited.
- Positive results are to be resolved by the student prior to clinical experience or licensure application.
- Students are responsible for paying for the background checks **PRIOR** to admittance into the program.

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 assume 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 president.

Program Licensure/Board Exam Results

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, medical 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, The Vice President of Human Resources, Organizational Effectiveness & Title IV, has been designated as the College's Title IX and employees' Section 504 Coordinator. That office is located on the main campus, 4000 Sunset Blvd., Steubenville, Ohio 43952 and can be reached at (740) 264-5591 x 1683 or at titleIV@egcc.edu.

Inquiries regarding students with disabilities, please contact EGCC Disability Services at 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, Vice President of

Human Resources, Organizational Effectiveness & Title IV, can be reached 740/264-5591 ext. 1683 or titleIV@egcc.edu

Student Policies and Procedures

Bookstore

The Eastern Gateway Community College Bookstore 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.

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 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.

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 violations of this policy.

Class Cancellation - Weather

Classes will be held on a regular basis. Should the cancellation of classes be necessary as a result of an emergency or severe weather, especially during the winter months involving a heavy accumulation of snow/ice overnight, announcements will be made on EGCC's Emergency Notification System, local radio and television stations. Cancellations also are listed at www.egcc.edu, www.cancellations.com and www.myvalleyweather.com.

Eastern Gateway Community College's students are expected to make their own decisions regarding travel on snow covered or icy highways. The college does not follow the same procedures as the secondary school systems, which are responsible for busing students to school. However, the college will attempt to make reasonable and timely decisions regarding delays (start times) and cancellations based on conditions which exist at the time.

When an announcement is made on EGCC's Emergency Notification System, 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.

Lounges

Lounge seating is available in the student lounge and the Gator Center 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 Department of Higher Education 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 Department of Higher Education 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 Department of Higher Education; 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 Department of Higher Education 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)	Academic Records & Registrar
Admission records	Registrar's Office (if student enrolls)	Academic Records & Registrar
Cumulative Academic Records	Registrar's Office	Academic Records & Registrar
Financial Aid Records	Financial Aid Office	Associate VP of Financial Aid

Disciplinary Records	Deans Office, Registrar's Office and Campus Cloud	Senior VPAA
Student Appeal and Complaints Records	Deans Office, Office of Academic Affairs	Senior VPAA
*Grade Appeals	Dean's Office (with notes in student master) Share Point	Dean
*Faculty Complaint	Dean's Office (May escalate to Sr. VPAA) Human Resources	Dean/Senior VPAA
*General Compliant	Sr. VPAA (May escalate to President's Office)	Senior VPAA/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. Policy Overview

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.
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.
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.
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.
5. The college reserves the right to revoke all network privileges for any user at any time for violation of this policy.

2. Violations

1. The following is a summary of violations of the acceptable use policy. The examples are not all inclusive.
 1. Lending your account and/or accessing another person's account without permission.
 2. Using illicit means to determine account passwords.
 3. Attempting to gain access to the network or computer resources with non-standard or nonapproved procedures.
 4. Using the college's network, computer resources or the Internet for commercial purposes.
 5. Using the college's network, computer resources, or the Internet to threaten, intimidate, or harass others.
 6. Attempting to thwart computer system security in order to gain unauthorized access to the network or computer resources.
 7. Unauthorized copying of commercial software when specific licensure prohibits such copying.
 8. Sending chain letters or unauthorized mail list generation.
 9. Placing obscene or harassing material so that it is accessible in public areas of the network.
 10. Inspecting, modifying, or copying programs and/or data without proper consent and respect for copyright laws.
 11. Tampering with the college's hardware, software, or other computer components.
 12. Accessing or reading information of others without direct consent (this includes packet sniffing).
 13. Providing other individuals with access to Eastern Gateway Community College network resources without direct consent from the technology services department.
 14. Authenticating as or impersonating another individual via e-mail or other methods.
 15. Attempting to degrade or disrupt network and/or system performance.

3. Security, Privacy and Copyrights

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.

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. 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.
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 and malware software for each college-owned computer attached to the network.

4. Security, Network and Internet Monitoring

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 firewalls cybersecurity systems, 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.
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.

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. Illegal Activities

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. Password Protection

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.

2. EGCC requires Multi-Factor Authentication (MFA) for all students and staff.

7. Sexual Harassment, Harassment and Bullying

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. Game Playing

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. Illegal Software

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. Hosting of Web Services, FTP, Etc.

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. Logging Off of Networks

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. Use of College Printing Equipment

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.

2. If you question whether the printing of a particular document is in violation of this policy, please contact the Technology Services department.

13. Remote Access Restrictions

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. Installation of Software. On College Computers

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. E-mail, Usage, Privacy and Storage

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.

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.
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.
4. The forwarding and distribution of chain letters and pyramid schemes via e-mail is prohibited at the college.

16. Activities Detrimental to Network Performance.

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. Wifi Connections

1. Students and guests of the college may utilize the WiFi technology that is available on campus.
2. Students and guests are responsible for obtaining their own network adapter for use during their enrollment.
3. Students and guests are required to have updated anti-virus and malware software installed and active at all times they are connected to the college network. Not utilizing the proper anti-virus and malware software may result in revocation of networking privileges.
4. Students and guests are ultimately responsible for the repair and maintenance of their own WiFi enabled device.
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.
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 and malware protection installed and operating on the WiFi enabled device they are using. All file input and output activity must be scanned for viruses and malware to prevent network infection.

18. Computer Labs and Classrooms

1. In addition to the policies and procedures listed previously, the following apply to the college's computer labs and classrooms:
 1. No eating, drinking, or smoking is permitted within college computer labs or computer classrooms.
 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.
 3. All trash, paper scraps, etc. should be deposited in the appropriate trash and recycling receptacles. Please help keep these areas clean.
 4. Lab and classroom users should close all programs and log off the computer when their work is completed.
 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.
 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.
 7. Do not tamper with, alter or destroy any hardware and/or software in the college's computer labs, computer classrooms.

19. Notification of Violation of Policies and Procedures.

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. Updates to Policies and Procedures

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.
21. **Questions Regarding Acceptable Uses**
 1. If you do not fully understand any policy or procedure listed as part of the college's acceptable use policy, you are responsible for seeking clarification from the Technology Services department. In addition, you are responsible for contacting the Technology Services department if you have questions regarding any use of the network, computer resources and the Internet that are not explicitly described in the policies and procedures document. The Technology Services department may be contacted as follows:

e-mail: tshelp@egcc.edu

Mail: Eastern Gateway Community College
Technology Services Department
4000 Sunset Boulevard
Steubenville, OH 43952

Use of College Computing and Network Resources

Policy 8-01

- A. The College maintains computers, computer systems, and networks and these resources are collectively known as computing resources. Users of College computing resources are required to comply with all applicable laws and college policies, including but not limited to the student code of conduct, Ohio Ethics Laws, applicable criminal regulations, and all applicable authorizations and restrictions whether or not they are built into an operating system or network and regardless of whether they can be circumvented by technical means. It is the User's responsibility to ascertain, understand and comply with all applicable authorizations, policies, and restrictions. The ability to access computing resources does not, by itself, imply authorization to do so.
- B. Use of computing resources is limited to a User's authorized use and only in the manner to the extent authorized for College business, or College related instruction, scholarship, research, or administration. College computing resources may not be used for personal gain. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College. Personal use of College computing resources is generally prohibited.
- C. The College does not guarantee the security of its computer resources and the College reserves the right to monitor and access all College computers, accounts, computer systems and networks.
- D. This policy applies to College faculty, staff, students, agents, contractors, volunteers, vendors, sponsored guests, affiliated entities, and to all uses of College computer resources, regardless of location or device.
- E. The president or his/her designee will establish procedures for the implementation of this policy.

Student End User License Agreement for Courses Procedure

Your Obligations

- A. Student responsibilities
 1. Comply with all rules of the College and student handbook and any amendments to this agreement
 2. Comply with the College's privacy policy
 3. Comply with the course syllabus
 4. Attend all classes or online sessions
 5. Submit homework assignments by 11:59 pm ET on the assigned due date

6. Complete tests by 11:59 pm ET on the assigned date
 7. Come prepared to each class session
 8. Utilize quality sources for research
- B. License to use your submitted materials and your warranty
1. Further, you warrant that by providing information to us, you represent and warrant that you are entitled to submit the information and that the information is accurate, not confidential, and not in violation of any contractual restrictions or other third party rights.
- C. Sign-in credentials
1. You agree to: (1) Keep your password secure and confidential; (2) not permit others to use your account; (3) refrain from using other users' accounts; (4) refrain from selling, trading, or otherwise transferring your college or course account to another party; and (5) refrain from charging anyone for access to any portion of the course, or any information therein. Further, you are responsible for anything that happens through your account until you close down your account or prove that your account security was compromised due to no fault of your own.
- D. Course application software
1. A course may use third party software which requires you to submit assessments such as:

Canvas
 Cirrus
 Evaluation Kit
 Evolve
 Hands on Labs
 Labster
 McGraw Hill Connect
 Pearson MyLab and Mastering - EMS BradyLab
 RedShelf
 Simtics
 Starry Night Education
 Studio
 TestOut
 TurnItIn
 VitalSource
 Visible Body
 Zoom

Access to this software is licensed by the college. The student is responsible for due care when using college software and adherence to the third-party license agreements.

- E. User-to-user communication and sharing
1. All information communicated whether required by the syllabus or spontaneously done of the student's own volition is the responsibility of the student.
 2. The information must comply with this agreement, the student handbook, and intellectual property laws.

Our Rights and Obligations

- A. Privacy
1. The college reserves the right to monitor, save, and retrieve any and all information and communication using school property, including email and course content management within the Learning Management System.
- B. Third party sites
1. The course or materials may have links to third party sites. These links are provided for educational purposes only and are not necessarily an endorsement nor is all content specifically approved by the course, the professor or the college.

2. The student assumes all risks in assessing these sites. No warranty is implied and the student will hold the college and the professor harmless in the event of any harm or cost incurred with such access.

Computer Lab Printing Policy

Eastern Gateway Community College, in an effort to promote a greener environment, has implemented a network print auditing system. The auditing system will track and maintain printer usage to eliminate the waste of paper, to reduce the cost of printer maintenance, and to reduce the cost of ink and toner incurred by the college for unauthorized, as well as excessive printing. College printing privileges are provided in support of EGCC's educational mission. The following are some basic guidelines that should be followed.

1. Printers are for use by currently enrolled students and EGCC employees.
2. College printers shall not be used for personal or commercial purposes. (invitations, signage, bulletins, etc).
3. Printing or duplication of copyrighted material (instructional manuals, textbooks, journals, etc.) is strictly PROHIBITED based on copyright law.

Each student will start with \$10.00 in their account at the beginning of the semester. They will be charged \$0.05 per page for black and white printing and \$0.35 per page for color printing. Staff and faculty will be audited for departmental budgeting purposes but not limited in printing.

Students may keep track of their print usage through the print audit client on each student lab computer at Eastern Gateway Community College. When a student logs onto a computer, a pop-up window will show up on the desktop providing the balance of their account for printing. At each Eastern Gateway Community College location, there are designated areas that you can pay to add credits to your printing account. Here are the locations.

At the Steubenville Campus:

Between the hours of 8am - 5pm, see the cashier located in the Gator Center.

At the Youngstown Campus:

Between the hours of 8am - 5pm, see the Technology Services office in room A104.

Printing Prices:

\$5.00 for 100 B/W Prints (this equals 14 Color Prints)

\$10.00 for 200 B/W Prints (this equals 28 Color Prints)

\$15.00 for 300 B/W Prints (this equals 42 Color Prints)

\$20.00 for 400 B/W Prints (this equals 57 Color Prints)

\$25.00 for 500 B/W Prints (this equals 71 Color Prints)

Non EGCC Students Using Steubenville Campus Library or the Youngstown Campus Info Commons

Non-Students or non-employees of EGCC, who are provided a guest login to access the computers in the Steubenville Campus Library or the Youngstown Campus Info Commons, are required to pay for all printing. When a Guest account prints, a pop-up in the bottom right hand corner of the screen will display a message saying:

**"ATTENTION!!! Your document has been held in a queue.
You must pay to print this job.
Please see the Cashier to add money to your account.**

Guest users will need to see the Cashier to pay for their prints. Once the Guest has paid for the prints, they will need to go to the librarian and ask him/her to release the print job to the printer.

Guest Printing Prices:

\$0.10 per page for black and white

\$0.70 per page for color

NOTE: Guest accounts for student testing will not be charged a print fee.

Print Refunds:

Once a print job has been released to print, it cannot be stopped. **The user needs to verify the number of pages and content on the pages before sending to the printer.** If for some reason there is a technical problem with a print job, for example a paper jam or if the print job is not properly printed, the user can request a refund of their print credits to their account. They must either submit a support ticket by sending an e-mail to tshelp@egcc.edu or they must see a representative from the Department of Technology Services, located in room 2600 at the Steubenville Campus or room A104 at the Youngstown Campus, to process their refund.

Copyright Policy

Overview and Purpose:

The Eastern Gateway Community College Copyright Statement establishes guidelines regarding the Fair Use of copyrighted material, works, and multimedia in the classroom.

Copyright Law governs the making of photocopies and reproductions of copyrighted material. The copyright statement is based upon the United States Copyright Law, Title 17, U.S. Code, 1976, the U.S. Copyright Fair Use Guidelines, and the U.S. Copyright Circulars 1 and 21.

Scope:

This statement applies to all members of the EGCC community including faculty, staff, students, and any other person to who has access to information resources or technology at Eastern Gateway Community College.

Copyright Responsibility

It is the responsibility of every member of the EGCC community to comply with the Federal Copyright Law. For general explanations of Copyright Law, please see the U.S. Copyright Office's Circulars on Copyright: <https://www.copyright.gov/circs/>.

General Copyright Information

Copyright is a form of protection provided by U.S. law to authors of "original works of authorship" from the time the works are created in a fixed form.

Examples of copyrightable works include

- *Literary works*
- *Musical works, including any accompanying words*
- *Dramatic works, including any accompanying music*
- *Pantomimes and choreographic works*
- *Pictorial, graphic, and sculptural works*
- *Motion pictures and other audiovisual works*
- *Sound recordings, which are works that result from the fixation of a series of musical, spoken, or other sounds*
- *Architectural works*

From: Circular 1 from the U.S. Copyright Office. <https://www.copyright.gov/circs/circ01.pdf>

For more information on exclusive rights in copyrighted works please see *Section 106* of the Copyright Law.

Fair Use Considerations:

Circular 21 Limitations on exclusive rights: Fair use: Section 107:

Notwithstanding the provisions of sections 106 and 106a (*Section 106*), the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use of a copyrighted work made of a work in any particular case is a fair use the factors to be considered shall include -

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

From: Circular 21 from the U.S. Copyright Office. <https://www.copyright.gov/circs/circ21.pdf>

For a more complete discussion and the most current guidelines regarding the classroom use of copyrighted materials please see *Circular 21 from the U.S. Copyright Office*.

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 Human Resources, Organizational Effectiveness & Title IV for investigation and referral to the Senior VPAA 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.
 - 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.

In response to COVID-19 Pandemic the college has current procedures posted on the college website at: <https://egcc-covid-19-procedures/>

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.:

1. 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.
2. Academic unreliability manifested through repeated violations of academic dishonesty, furnishing false information, impersonating another, or forging, altering or misusing college documents, records or identification.
 3. Threatening the safety of themselves or others, disrupting the educational process, or otherwise violating college policy or procedure.
 4. Engaging in disorderly, abusive, lewd, obscene, or violent behavior. These conducts pertain to both in person and/or/online behaviors.
 5. 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.
 6. Using college funds, college-owned equipment, electronic resources or supplies for personal, pornographic or other unauthorized purpose.
 7. 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.
 8. Personal or any other unauthorized possession of explosives, firearms, dangerous chemicals, or other weapons on college property or at college-sponsored and supervised functions.
 9. 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.
 10. Acts of sexual/gender harassment, sexual assault, domestic or dating violence, and stalking - whether such actions occurred at the College or not.
 11. 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.

1. **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.
2. **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.
3. **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. The Senior VPAA 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.

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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

1. 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 Senior VPAA 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 timelines outlined below.

2. 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 Senior VPAA

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 Senior VPAA 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 Senior VPAA 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 Senior VPAA 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 Senior VPAA 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 Senior VPAA 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 Academic Advisor

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.:

1. 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.
2. Academic unreliability manifested through repeated violations of academic dishonesty, furnishing false information, impersonating another, or forging, altering or misusing college documents, records or identification.
3. Threatening the safety of themselves or others, disrupting the educational process, or otherwise violating college policy or procedure.
4. Engaging in disorderly, abusive, lewd, obscene, or violent behavior. These conducts pertain to both in person and/or/online behaviors.
5. 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.
6. Using college funds, college-owned equipment, electronic resources or supplies for personal, pornographic or other unauthorized purpose.

7. 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.
8. Personal or any other unauthorized possession of explosives, firearms, dangerous chemicals, or other weapons on college property or at college-sponsored and supervised functions.
9. 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.
10. Acts of sexual/gender harassment, sexual assault, domestic or dating violence, and stalking - whether such actions occurred at the College or not.
11. 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. The Senior VPAA 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.
- H. Appeal Process for Sanctions:
 - The student or organization who is found responsible for violating the Code of Student Conduct may appeal the decision of the Vice President of Academic Affairs by completing the electronic appeal form within the student portal. Student has five business days from the date of the decision to submit an appeal. The appeal is for the purpose of reviewing to ensure procedures outlined were followed. An appeal does not guarantee a rehearing of the case. The appeal should specifically support one or more of the following grounds:
 - Were the procedures of this Code followed?
 - Is there new evidence that would affect the decision
 - The Vice President of Student Affairs will review the appeal, based on the above grounds, and determine if a new hearing is required. If there is no basis for a new hearing, the appeal is denied.

- Within fifteen (15) days of the appeal, the Vice President of Academic Affairs will decide on a new hearing or denial.

Student Complaint Procedure

A. Explanation

The Student Complaint 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. Complaints do not include student grades or academic appeals. Students shall not be retaliated against for filing a complaint.

The Student Complaint 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 complaint, the Department Head 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 timelines 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 complaint is not resolved directly with the college staff member, the student discusses the complaint 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.

Step 3 - Resolution with Department Head

If the issue is not resolved with the staff member or department head, the student may seek resolution with the division head. Appropriate written documentation will be maintained, 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 - Electronic Student Complaint System

If the issue is not resolved by discussions in Step 1, 2 or 3 (if applicable), the student has 10 working days to submit a complaint in the electronic Student Complaint System within the student portal.

Within five (5) business days of receipt of the complaint, the department or division head will attempt to clarify the issue and arrive at a solution which is mutually satisfactory to the student and employee. If the complaint has been submitted to the wrong department head, the complaint will be escalated to appropriate department head. The escalated complaint will then revert to the five (5) business days of receipt to receive a response. All resolutions will be emailed to their student email account.

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.

Within ten (10) working days of receiving the student appeal, the President will review the complaint, 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 system.

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.

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 (scorn) may be reached at www.icrimewatch.net/ohio.php

General Education Outcomes

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

Communication, Written, Oral, Interpersonal Teamwork: Gen. Ed. Outcome 1:

Compose written messages, essays, and reports that are clear, logical, professional in tone, and free from grammatical errors.

Communication, Written, Oral, Interpersonal Teamwork: Gen. Ed. Outcome 2:

Deliver clear oral presentations based on logical arguments and an understanding of rhetoric that are supported by effective visual, auditory and technical tools.

Communication, Written, Oral, Interpersonal Teamwork: Gen. Ed. Outcome 3:

Apply active listening skills and respectful interpersonal communication in academic and professional settings.

Information Literacy: Gen. Ed. Outcome 4

Locate, evaluate, and cite credible information and scholarly sources by using relevant technology effectively.

Information Literacy: Gen. Ed. Outcome 5

Apply, credible, scholarly sources to support insights and suggestions in oral presentations and written projects and citing sources correctly

Critical Thinking and Ethical Problem Solving: Gen. Ed. Outcome 6

Apply, analyze, synthesize, and evaluate information to form logical arguments, support insights and suggestions, and make insightful inferences from data.

Critical Thinking and Ethical Problem Solving: Gen. Ed. Outcome 7

Apply critical thinking, creative innovation, and both scientific and quantitative reasoning to solve problems and contribute to effective community conversations.

Critical Thinking and Ethical Problem Solving: Gen. Ed. Outcome 8

Describe one's own moral and ethical values while demonstrating a tolerance for diverging views and ambiguity.

Critical Thinking and Ethical Problem Solving: Gen. Ed. Outcome 9

Reason and solve quantitative problems.

Intercultural Knowledge and Competence: Gen. Ed. Outcome 10

Students understand and articulate the role and impact of social processes and culture in everyday life, as measured by the demonstration of a better-than-average ability to apply learning from courses in relevant fields (such as sociology, history, political science, psychology, philosophy, and communication) to real-world situations and issues.

Intercultural Knowledge and Competence: Gen. Ed. Outcome 11

Students appreciate social and cultural diversity, as measured by the demonstration of a better-than-average ability to discuss and analyze social, cultural, and historical issues, phenomena, and events from a non-evaluative, non-biased perspective.

Life Long Learning: Gen. Ed. Outcome 12

Demonstrate significance of developing skills, values and dispositions with respect to learning, that promote interest and motivation to autonomously search for knowledge from local and global perspectives throughout life at both personal and professional levels.

Civic Engagement: Gen. Ed. Outcome 13

Demonstrate importance of developing an awareness of one's self in community that leads to acquisition of experience, knowledge, values, attitudes and abilities, that promote participation in civic interactions that are both ethical and beneficial for diverse cultural communities, at the local, national or global levels.

Mission

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

Ohio Guaranteed Transfer Pathway

The Ohio Guaranteed Transfer Pathways were developed through the Transfer to Degree Guarantee program with the Ohio Department of Higher Education. These Associate of Arts pathways were designed by the State of Ohio to

support seamless transfer between Ohio publics and independent universities. A panel of faculty from universities, community and technical colleges across the state worked through this proposed pathway to ensure transfer opportunities for students in the Business programs at universities in Ohio. The Ohio Transfer Module is met as well as pre-major courses determined by the faculty panel and subsequent survey of Ohio Higher Education Institutions which would enable a student to complete at EGCC and apply to an Ohio public university in one of those areas.

- Associate of Arts - Business
- Associate of Arts - Economics
- Associate of Arts - Psychology
- Associate of Arts - Social Work
- Associate of Arts - Sociology

Students should work with their future transfer institution to ensure program requirements are met. Some institutions may require additional general education courses which could be substituted as appropriate. Advising notes are included in documentation from ODHE. More information is available at: <https://www.ohiohighered.org/OGTP>

Universities where students can transfer to:

- Bowling Green State University
- Central State University
- Cleveland State University
- Kent State University
- Miami University
- The Ohio State University
- Ohio University
- Shawnee State University
- University of Akron
- University of Cincinnati
- University of Toledo
- Wright State University
- Youngstown State University

Special Notes:

Some bachelor-degree granting business programs may be competitive and admission into the program is not guaranteed. Students should check with individual institutions for their program admission requirements.

Some bachelor-degree granting institutions require additional general education courses outside of the Ohio Transfer Module and students may be required to take these courses in their junior or senior year. Students will still be able to follow this pathway and complete their bachelor's degree in approximately 60 additional credit hours.

For more information, please contact your advisor.

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. This policy statement does not cover bulletin boards located in offices or classrooms.
3. All material posted or displayed shall follow the following approval process:
 - a. Materials that are of a general nature must be reviewed and stamped approved by the Vice President of Human Resources, Organizational Effectiveness & Title IV.
 - b. Materials of a general academic nature must be reviewed and approved by the Senior Vice President, Academic Affairs.
 - c. Materials related to a student group or specific department/program must be reviewed and approved by the group advisor or Dean of the department/program.
 - d. Information displayed on the electronic sign boards at the entrance to the Steubenville Campus must be approved by the Vice President of Human Resources, Organizational Effectiveness & Title IV.
 - e. Informational presentations must be approved by the Vice President of Human Resources, Organizational Effectiveness & Title IV 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 Senior Vice President of 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.

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 appropriate division administrator, who will take appropriate action on a case-by-case basis to resolve the matter.

Student Responsibility for Health Insurance

The college does not provide healthcare insurance for students. Students are strongly encouraged to acquire appropriate healthcare coverage since the college is not responsible for health care costs that may result from illness or accidents that occur on or off campus, or as a result of participation in student activities, seminars, practicum/clinical sites or other work sites. Should a student want to acquire healthcare insurance, information about student plans is available through the Health and Public Services Office. Specific college programs may require proof of health insurance coverage as a requirement of participation in that program.

Student Right To Know

The Student Right-To-Know Act amends the Higher Education Act of 1965 (HEA) to require all institutions of higher education participating in any program under HEA title IV (Student Assistance) to disclose the completion or graduation rate of certificate- or degree-seeking, full-time students entering those institutions. Sets forth formulas for determining such rates. Allows institutions to exclude from such rates students who leave school to serve in the armed services, on official church missions, or with a recognized Federal foreign aid service.

Eastern Gateway Community College is pleased to provide the following information regarding our institution's graduation/completion rates and transfer rates. The graduation/completion rates reflect the status for the most recent cohort of full-time, first-time students who have had an opportunity to graduate within 150% or normal completion time. Additional information may be obtained from the National Center for Educational Statistics' website at <http://nces.ed.gov/collegenavigator/> or directly from the Integrated Postsecondary Education Data System at <https://nces.ed.gov/ipeds/use-the-data>.

	2019 Cohort	Total Completers within 150%	Completion Rate %	Total Transfer Out Students***	Transfer Out Rate %***
Male					
Nonresident Alien	0	0	0.0%	0	0.0%
Hispanic/Latino	47	18	38.30%	1	2.1%
American Indian or Alaska Native	4	1	25.00%	0	0.0%

Asian	7	2	28.57%	0	0.0%
Black or African American	45	10	22.22%	1	2.2%
Native Hawaiian or Other Pacific Islander	1	0	0.0%	0	0.0%
White	206	62	30.10%	1	0.5%
Two or More Races	21	4	19.05%	1	4.8%
Race and Ethnicity Unknown	2	0	0.0%	0	0.0%
Total Male	333	97	29.13%	4	1.2%
Female					
Nonresident Alien	0	0	0.0%	0	0.0%
Hispanic/Latino	113	38	33.63%	1	0.9%
American Indian or Alaska Native	6	2	33.33%	0	0.0%
Asian	11	3	27.27%	0	0.0%
Black or African American	118	29	24.58%	0	0.0%
Native Hawaiian or Other Pacific Islander	6	2	33.33%	0	0.0%
White	323	115	35.60%	2	0.6%
Two or More Races	28	7	25.00%	0	0.0%
Race and Ethnicity Unknown	6	2	33.33%	0	0.0%
Total Female	611	198	32.41%	3	0.5%
Grand Total	944	295	31.25%	7	0.7%
Financial Aid					
Pell Grant Recipients	502	153	30.48%	14	2.8%
Direct Subsidized Loan Recipients	0	0	0.00%	0	0.0%

No Federal Financial Aid	445	142	31.91%	1	0.2%
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*** Transfer Data is temporarily restricted due to issues with collecting data from the National Student Clearinghouse. Student Right to Know information is provided using metrics requested by and submitted to the Intergrated Postsecondary Education Data System.

Historical Trends

EGCC Total	2015 Cohort	2016 Cohort	2017 Cohort	2018 Cohort	2019 Cohort
Adjusted cohort	319	305	456	693	947
Completed within 150% of normal time	44	57	92	222	296
Graduation rate (%)	13.8%	18.7%	20.2%	32.0%	31.20%
Transfer-out number	99	60	74	85	9***
Transfer-out rate (%)	31.0%	19.7%	16.2%	12.3%	1.0%***
	2015 Cohort	2016 Cohort	2017 Cohort	2018 Cohort	2019 Cohort
Graduation Rate 100%	14%	10.2%	10.5%	19.8%	16.4%
Graduation Rate 150%	14%	18.7%	20.2%	30.2%	31.3%
Graduation Rate 200%	21%	22.3%	23.9%	36.5%	TBD

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 the Senior VPAA 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
Vice President of Human Resources, Organizational Effectiveness & Title IV
4000 Sunset Blvd.
Steubenville, Ohio 43952 (740) 264-1683

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.

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.

1. 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:
2. Sexual comments or inappropriate references to gender;
 - A. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)
 - B. Unwanted touching, patting, hugging, brushing against a person's body, or staring; Inquiries or commentaries about sexual activity, experience, or orientation;
 - C. 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
 Vice President of Human Resources, Organizational Effectiveness & Title IV
 4000 Sunset Blvd.
 Steubenville, Ohio 43952
 (740) 264-1683

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.

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 title IX coordinator or another designated college official will initiate an investigation into the complaint.
 - Investigations of alleged incidents of sexual harassment shall be confidential and conducted in a manner that respects both the privacy of all parties to the extent permitted by law and to the extent practical and appropriate under the circumstances.
 - If the investigation yields insufficient information to conclude sexual harassment has occurred, the matter will be recorded as unresolved; and the parties will be so notified. A written record of the investigation will be maintained by the administration separate and apart from any student or personnel file.
5. Discipline - Any employee who permits or engages in sexual harassment of anyone involved with the college (be it a student, employee, or member of the public) may be subject to disciplinary action up to and including termination/dismissal.
 - Any student who engages in the sexual harassment of anyone in the college setting may be subject to disciplinary action up to and including expulsion.
 - The range of discipline for employees includes, but is not limited to: demanding an apology; counseling the parties involved; requiring attendance at appropriate seminars/workshops; issuing an oral or written reprimand; transfer or reassignment; suspension; and the recommendation to the Board of Trustees that the individual against whom the claim is made be discharged.
 - The range of discipline for a student includes, but is not limited to: demanding an apology; issuing an oral or written warning; conducting a conference with the student; and expulsion.
6. Rights of Individual Who is the Subject of a Sexual Harassment Claim - An individual who is the subject of a sexual harassment complaint shall be offered the opportunity to be interviewed by the Vice President of Human Resources, Organizational Effectiveness & Title IV and to present his/her position with regard to the complaint. The individual is entitled to be accompanied during his/ her interview with the title IX coordinator or 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.

Vision

Warning Notification Procedure

In accordance with the Clery Act, EGCC uses EGCC's Emergency Notification System 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 EGCC's Emergency Notification System 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 EGCC's Emergency Notification System.

In case of an emergency, contact the security officer, 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 the Emergency Notification System (ENS) to receive timely warnings as well as weather-related or emergency closings. Information on subscribing to the Emergency Notification System (ENS) can be found on Gateway (Student Portal).

Transfer Assurance Guide Courses (TAGS)

The Ohio Transfer Module includes some Transfer Assurance Guides, as both required and elective courses. Transfer Assurance Guides then move beyond those courses into additional hours in pre-major and major courses. Courses in TAGs are guaranteed to transfer within Ohio institutions and can apply directly to a student's major. In its totality, the TAGs become a guaranteed pathway for students and are a very powerful advising tool for faculty and other advisors. EGCC has 80 TAGs in 12 specific discipline areas presently approved matches and continuously working to add more options for students. 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 Guarantee Transfer Pathways

Ohio Guaranteed Transfer Pathways

The Ohio Guaranteed Transfer Pathways were developed through the Transfer to Degree Guarantee program with the Ohio Department of Higher Education. These Associate of Arts pathways were designed by the State of Ohio to support seamless transfer between Ohio publics and independent universities. A panel of faculty from universities, community and technical colleges across the state worked through this proposed pathway to ensure transfer opportunities for students in the Business programs at universities in Ohio. The Ohio Transfer 36 (OT36) is met as well as pre-major courses determined by the faculty panel and subsequent survey of Ohio Higher Education Institutions which would enable a student to complete at EGCC and apply to an Ohio public university in one of those areas.

- Associate of Arts - Business

- Associate of Arts - Economics
- Associate of Arts - Psychology
- Associate of Arts - Social Work
- Associate of Arts - Sociology

Students should work with their future transfer institution to ensure program requirements are met. Some institutions may require additional general education courses which could be substituted as appropriate. Advising notes are included in documentation from ODHE. More information is available at: <https://www.ohiohighered.org/OGTP>

Universities where students can transfer to:

- Bowling Green State University
- Central State University
- Cleveland State University
- Kent State University
- Miami University
- The Ohio State University
- Ohio University

- Shawnee State University
- University of Akron
- University of Cincinnati
- University of Toledo
- Wright State University
- Youngstown State University

Special Notes:

Some bachelor-degree granting business programs may be competitive and admission into the program is not guaranteed. Students should check with individual institutions for their program admission requirements.

Some bachelor-degree granting institutions require additional general education courses outside of the Ohio Transfer 36 (OT36) and students may be required to take these courses in their junior or senior year. Students will still be able to follow this pathway and complete their bachelor's degree in approximately 60 additional credit hours.

For more information, please contact your advisor.

<p>Business -Associate of Arts</p> <p>Economics - Associate of Arts</p> <p>Psychology - Associate of Arts</p> <p>Social Work/Social Services/Human Services - Associate of Arts</p>

Sociology - Associate of Arts	
Recommended System Requirements	
<ul style="list-style-type: none"> ○ ○ OS: Windows 10 or higher ○ Processor: 2 GHz or higher ○ RAM: 4 GB or more ○ Hard Drive: 100 GB or more ○ Graphics: DirectX9 or higher ○ Display: 720p 	<ul style="list-style-type: none"> ● ○ OS: Mac 10.14 or higher ○ Processor: Intel Core i5 or higher ○ RAM: 8 GB or more ○ Hard Drive: 256 GB or more ○ Display: 1280x800 resolution or higher <p><u>Chromebooks are not recommended</u></p>

Anthropology

- ANT 102 - Cultural Anthropology **Credits: 3**

Art History

- ART 104 - Art History I **Credits: 3**
- ART 105 - Art History II **Credits: 3**

Biology

- BIO 114 - Principles of Biology I **Credits: 4**
- BIO 115 - Principles of Biology II **Credits: 4**

Business

- ACC 111 - Financial Accounting I **Credits: 3**
- ACC 112 - Financial Accounting II **Credits: 4**
- BUS 201 - Principles of Marketing **Credits: 3**
- BUS 203 - Business Law I **Credits: 3**
- BUS 205 - Advertising and Promotion **Credits: 3**
- ENG 103 - Business Communications **Credits: 3**
- MGT 201 - Principles of Management **Credits: 3 ***

Chemistry

- CHM 102 - General Chemistry I **Credits: 4**
- CHM 103 - General Chemistry II **Credits: 4**

Communication Studies

- COM 101 - Public Speaking **Credits: 3**
- COM 105 - Interpersonal Communications **Credits: 3**
- COM 110 - Conference and Group Discussion **Credits: 3**

Criminal Justice

- CJT 101 - Introduction: Criminal Justice **Credits: 3**
- CJT 213 - Police Function **Credits: 3 ▲**
- COR 202 - Correctional Institutions in America **Credits: 3**
- COR 203 - Criminology **Credits: 3**

Dietetics

- BIO 103 - Nutrition **Credits: 3**

Economics

- ECO 101 - Macroeconomics **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**

Education

- ECE 101 - Cognitive and Physical Development of the Child **Credits: 3**
- ECE 111 - Society, Family, and Diversity in Early Childhood **Credits: 3**
- EDU 200 - Foundations of Education **Credits: 3**
- EDU 219 - Characteristics of Exceptional Children **Credits: 3**
- EDU 220 - Educational Psychology **Credits: 3**

Electrical Engineering

- ELE 101 - Circuits I **Credits: 4**
- ELE 102 - Circuits II **Credits: 4**
- ELE 121 - Electronic Circuits **Credits: 4**

- ELE 130 - Digital Computer Systems **Credits: 4**
- ELE 214 - Programmable Logic Controllers **Credits: 3**

English Literature

- ENG 252 - Survey British Literature I **Credits: 3**
- ENG 253 - Survey British Literature II **Credits: 3**
- ENG 254 - American Literature I: Early Period **Credits: 3**
- ENG 255 - American Literature II: Late Period **Credits: 3**

Geography

- GEO 101 - World Geography **Credits: 3**
- GEO 102 - Physical Geography **Credits: 3**
- GEO 201 - Human/Cultural Geography **Credits: 3**

Geology

- GEL 101 - Introduction to Geology **Credits: 4**

Health Information Management

- BIO 201 - Pathophysiology **Credits: 3**
- CIS 101 - Personal Computer Applications **Credits: 3**
- HIM 104 - Reimbursement Methodologies **Credits: 3**
- HIM 230 - Legal and Ethical Concepts in Healthcare **Credits: 3**
- HSC 101 - Medical Terminology **Credits: 2**

History

- HIS 101 - World Civilization I **Credits: 3**
- HIS 102 - World Civilization II **Credits: 3**
- HIS 104 - U. S. History **Credits: 3**
- HIS 105 - U. S. History **Credits: 3**

Mechanical Engineering

- DES 115 - AutoCAD I **Credits: 3**
- MCH 201 - Applied Mechanics I (Statics) **Credits: 3**
- MCH 210 - Strength of Materials **Credits: 3**
- MCH 204 - Introduction to Manufacturing Processes **Credits: 3**

Philosophy

- PHI 101 - Introduction to Philosophy **Credits: 3**
- PHI 202 - Ethics **Credits: 3**

Physics

- PHY 106 - College Physics I **Credits: 4**
- PHY 107 - College Physics II **Credits: 4**

Political Science

- PSC 101 - American Government **Credits: 3**
- PSC 102 - Comparative Politics **Credits: 3**

Psychology

- PSY 101 - General Psychology **Credits: 3**
- PSY 201 - Child Development **Credits: 3**
- PSY 203 - Social Psychology **Credits: 3**
- PSY 205 - Human Growth and Development **Credits: 3**
- PSY 211 - Abnormal Psychology **Credits: 3**

Public Relations and Advertising

- BUS 205 - Advertising and Promotion **Credits: 3**
- COM 150 - Survey of Mass Media **Credits: 3**

Sociology

- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 110 - Sociology of Marriage and Family **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**

Studio/Fine Arts

- ART 102 - Beginning Drawing **Credits: 3**
- ART 103 - Beginning Opaque Water Media **Credits: 3**
- ART 107 - Photography **Credits: 3**
- THE 150 - Introduction to Acting

Career Technical Credit Transfer (CT²)

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 CTAGs to improve student transferability, reduce time to degree and cost of degrees for students.

Subject Area	CTAG Articulation Number	EGCC Program/Course ID
BASIC POLICE OFFICER	CTBPO - Basic Peace Officer	POA 110
	CTBPO - Basic Peace Officer	POA 111
	CTBPO - Basic Peace Officer	POA 113
	CTBPO - Basic Peace Officer	POA 114
	CTBPO - Basic Peace Officer	POA 115
	CTBPO - Basic Peace Officer	POA 116
CRIMINAL JUSTICE CT	CTCJ001 - Introduction to Criminal Justice	CJT 101
CT EDUCATION	CTED001 - Introduction to Education	EDU 200
	CTECE002 - Health, Safety & Nutrition	ECE 110
CT ELECTRICAL ENGINEERING TECHNOLOGY	CTEET001 - DC Circuits	ELE 101
	CTEET002 - Digital Electronics	ELE 130
	CTEET003 - Programmable Logic Controls (PLC)	ELE 214
CT MECHANICAL ENGINEERING TECHNOLOGY	CTMET004 - Manufacturing Processes	MCH 204
	CTMET005 - Computer Aided Drafting and Design (CADD)	DES 115
CT NURSING	CTPNNUR001 - Practical Nurse Programs	PRACTICAL NURSING

HEALTH INFORMATION MANAGEMENT CT	CTHIM002 - Legal and Ethical Aspects of Health Information Management	HIM 230
INFORMATION TECHNOLOGY	CTIT002 - Networking/CompTIA Network +	
	CTIT007 - Cisco Exploration I	NET 126
	CTIT008 - Cisco Exploration II	NET 133
	CTIT009 - Cisco Exploration III	
	CTIT010 - Cisco Exploration IV	
	CTIT011 - MS Windows Desktop OS	NET 128
	CTIT013 - Microsoft Server Administration	NET 140
	CTIT014 - PC Operating System, Hardware Operation and Maintenance/A+	NET 126
	CTIT015 - CompTIA Security+	
	CTIT016 - Linux	NET 227
INTERACTIVE MEDIA	CTIM002 - Raster Graphics	IDM 201
	CTIM004 - Internet and Web Languages	IDM 111
	CTIM006 - Digital Video Production	IDM 204
MEDICAL ASSISTING	CTMAT004 - Prfrm Bsc Admin Med Asst Funct	HSC 106
	CTMAT005 - Perform Bookkeeping Functions	HSC 106
	CTMAT006 - Process Insurance Claims	HSC 106
	CTMAT008 - Fundamental Procedures	HSC 102
	CTMAT008 - Fundamental Procedures	MAS 101
	CTMAT009 - Specimen Collection	MAS 103

	CTMAT010 - Diagnostic Testing	HSC 104
	CTMAT010 - Diagnostic Testing	MAS 101
	CTMAT010 - Diagnostic Testing	MAS 102
	CTMAT010 - Diagnostic Testing	MAS 103
	CTMAT010 - Diagnostic Testing	MAS 104
	CTMAT010 - Diagnostic Testing	MAS 105
	CTMAT011 - Patient Care	HSC 104
	CTMAT011 - Patient Care	HSC 106
	CTMAT011 - Patient Care	MAS 101
	CTMAT011 - Patient Care	MAS 102
	CTMAT011 - Patient Care	MAS 103
	CTMAT011 - Patient Care	MAS 104
MEDICAL MANAGEMENT AND SUPPORT	CTMMS001 - Medical Office Procedures	HSC 106
MEDICAL TERMINOLOGY	CTMT001 - Medical Terminology	HSC 104

Transferology

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

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

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.

Transfer Opportunities

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

- Ohio Transfer Module
- Transfer Assurance Guide (TAG) Courses
- Career Transfer Assurance Guide (CTAG) Courses
- Articulation Agreements
- Equivalency Guides

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.

Student Responsibilities for Successful Transfer

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

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

Ohio Transfer Module

The Ohio Transfer Module (OT36), contains 36-40 semester hours of coursework in general education. It is a subset of general education requirements at each public Ohio 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 OT36 courses as outlined below:

- at least three semester credit hours in English Composition and Oral Communication (First 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 OT36 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.

Eastern Gateway Community College: Transfer Module

Eastern Gateway Community College: Transfer Module	
The Ohio Transfer 36 (OT36) contains 36-40 semester hours of coursework in general education. It is a subset of general education requirements at each college or university. The first 24 semester hours must be from the five categories as required areas. The additional 12-16 semester hours needed to complete the OT36 can be taken from categories as listed: <i>Additional Hours</i> .	
English/Oral Communication - Minimum 3 Semester Hours 1 Course Required <i>Both Courses Recommended</i>	ENG101 English Composition I (3) ENG102 English Composition II (3)
<i>Additional Semester Hours Recommended</i> <i>1 Course Recommended</i>	COM101 Public Speaking (3)
Recommendations for OT36 Achievement: Composition I, Composition II, Oral Communication (9 credit hours)	

<p>Mathematics, Statistics & Formal Logic - Minimum 3 Semester Hours 1 Course Required</p>	<p>MTH105 - Quantitative Reasoning (3) MTH120 College Algebra (4) MTH121 College Trigonometry (3) MTH220 Calculus and Analytic Geometry I (4) MTH221 Calculus and Analytic Geometry II (4) MTH128 Statistics (3)</p>
<p>Recommendations for OT36 Achievement: 1 course (3-4 credit hours)</p>	
<p>Social Sciences - Minimum 6 Semester Hours 2 Courses Required <i>Additional Hours Available</i></p>	<p>ECO101 Macroeconomics (3) ECO102 Microeconomics (3) GEO101 World Geography (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)</p>
<p>Recommendations for OT36 Achievement: 3 Social & Behavioral Sciences Courses (9 credit hours)</p>	
<p>Natural Sciences - Minimum 6 Semester Hours 2 Courses required</p>	<p>BIO114 Principles of Biology I (4) BIO115 Principles of Biology II (4) **BIO106 Introduction to Biological Sciences (4) BIO203 Principles of Microbiology (4) CHM102 General Chemistry I (4) CHM103 General Chemistry II (4) GEL111 Earth Science (4) GSC102 Science and the Environment (4) PHY106 College Physics I (4) PHY107 College Physics II (4)</p>
<p>Recommendations for OT36 Achievement: 1 OT36 Science with Lab, 1 other OT36 Science (7-8 credit hours)</p>	

Arts & Humanities
- Minimum of 6 Semester Hours
2 Courses Required
Additional Hours Available

- Humanities
 ENG201 Introduction to Literature (3)
 ENG202 Survey of World Literature (3)
 ENG205 Women in Literature (3)
 ENG207 Film and Literature (3)
 ENG208 Short Stories (3)
 ENG220 Modern Poetry (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)
 PHI101 Introduction to Philosophy (3)
 PHI201 History of Philosophy: Ancient thru Modern (3)
- Arts
 ART101 Survey of Art History (3)
 ART104 Art History I (3)
 ART105 Art History II (3)
 MUS101 Music Appreciation (3)
 THE201 History of the Theatre (3)

Recommendations for OT36 Achievement: 3 Arts & Humanities Courses from two disciplines (9 credit hours)

**BIO106 approved on campus; pending online approval.

Diversity Courses
 EGCC Ohio Transfer 36 (OT36) Courses that incorporate diversity components

Arts & Humanities		Social Behavioral Sciences	
GD	ENG202 - Survey of World Literature	GD	GEO101 - World Geography
GD	ENG252 - Survey of British Literature I	DD	HIS104 - U.S. History I
GD	ENG253 - Survey of British Literature II	DD	HIS105 - U.S. History II
DD	ENG254 - American Literature: Early Period	GD	PSC102 - Comparative Politics
DD	ENG255 - American Literature: Late Period	GD GD	SOC101 - Introduction to Sociology SOC203 - Race & Minority Groups
GD	HIS101 - World Civilization I	GD	SOC205 - Social Problems
GD	HIS102 - World Civilization II		
GD	ART101 - Survey of Art History	<u>KEY</u>	
GD	ART104 - Art History I	DD:	Domestic Diversity
GD	PHI101 - Introduction to Philosophy	GD:	Global Diversity

GD	PHI201 - History of Philosophy: Ancient through Modern		
GD	MUS101 - Music Appreciation		
GD	THE201 - History of the Theatre		

English/Oral Communication - Minimum 3 Semester Hours

1 Course Required

Both Courses Recommended

Recommendations for OT36 Achievement: Composition I, Composition II, Oral Communication (9 credit hours)

- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**

Additional Semester Hours Recommended

1 Course Recommended

- COM 101 - Public Speaking **Credits: 3**

Mathematics, Statistics & Formal Logic - Minimum 3 Semester Hours

1 Course Required

Recommendations for OT36 Achievement: 1 course (3-4 credit hours)

- MTH 105 - Quantitative Reasoning **Credits: 3**
- MTH 120 - College Algebra **Credits: 4**
- MTH 121 - College Trigonometry **Credits: 3**
- MTH 220 - Calculus and Analytic Geometry I **Credits: 4**
- MTH 221 - Calculus and Analytic Geometry II **Credits: 4**
- MTH 128 - Statistics **Credits: 3**

Social Sciences - Minimum 6 Semester Hours

2 Courses Required

Additional Hours Available

Recommendations for OT36 Achievement: 3 Social & Behavioral Sciences Courses (9 credit hours)

- ECO 101 - Macroeconomics **Credits: 3**
- ECO 102 - Microeconomics **Credits: 3**
- GEO 101 - World Geography **Credits: 3**
- HIS 104 - U. S. History **Credits: 3**
- HIS 105 - U. S. History **Credits: 3**
- PSC 101 - American Government **Credits: 3**
- PSC 102 - Comparative Politics **Credits: 3**
- PSY 101 - General Psychology **Credits: 3**
- PSY 203 - Social Psychology **Credits: 3**
- PSY 205 - Human Growth and Development **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**

Natural Sciences - Minimum 6 Semester Hours

2 Courses required

Recommendations for OT36 Achievement: 1 OT36 Science with Lab, 1 other OT36 Science (7-8 credit hours)

**BIO 106 approved on campus; pending online approval.

- BIO 114 - Principles of Biology I **Credits: 4**
- BIO 115 - Principles of Biology II **Credits: 4**
- BIO 106 - Introduction to the Biological Sciences **Credits: 4 ****
- BIO 203 - Principles of Microbiology **Credits: 4**
- CHM 102 - General Chemistry I **Credits: 4**
- CHM 103 - General Chemistry II **Credits: 4**
- GEL 111 - Earth Science **Credits: 4**
- PHY 106 - College Physics I **Credits: 4**
- PHY 107 - College Physics II **Credits: 4**

Arts & Humanities - Minimum of 6 Semester Hours

2 Courses Required

Additional Hours Available

Recommendations for OT36 Achievement: 3 Arts & Humanities Courses from two disciplines (9 credit hours)

Humanities

- ENG 201 - Introduction to Literature **Credits: 3**
- ENG 202 - Survey of World Literature **Credits: 3**
- ENG 205 - Women in Literature **Credits: 3**
- ENG 207 - Film and Literature **Credits: 3**

- ENG 208 - Short Stories **Credits: 3**
- ENG 220 - Modern Poetry **Credits: 3**
- ENG 252 - Survey British Literature I **Credits: 3**
- ENG 253 - Survey British Literature II **Credits: 3**
- ENG 254 - American Literature I: Early Period **Credits: 3**
- ENG 255 - American Literature II: Late Period **Credits: 3**
- HIS 101 - World Civilization I **Credits: 3**
- HIS 102 - World Civilization II **Credits: 3**
- PHI 101 - Introduction to Philosophy **Credits: 3**
- PHI 201 - History of Philosophy: Ancient through Modern **Credits: 3**

Arts

- ART 101 - Survey of Art History **Credits: 3**
- ART 104 - Art History I **Credits: 3**
- ART 105 - Art History II **Credits: 3**
- MUS 101 - Music Appreciation **Credits: 3**
- THE 201 - History of the Theatre **Credits: 3**

Diversity Courses

EGCC Ohio Transfer Module Courses that incorporate diversity components

KEY

DD: Domestic Diversity

GD: Global Diversity

Arts & Humanities

- ENG 202 - Survey of World Literature **Credits: 3** GD
- ENG 252 - Survey British Literature I **Credits: 3** GD
- ENG 253 - Survey British Literature II **Credits: 3** GD
- ENG 254 - American Literature I: Early Period **Credits: 3** DD
- ENG 255 - American Literature II: Late Period **Credits: 3** DD
- HIS 101 - World Civilization I **Credits: 3** GD
- HIS 102 - World Civilization II **Credits: 3** GD
- ART 101 - Survey of Art History **Credits: 3** GD
- ART 104 - Art History I **Credits: 3** GD
- PHI 101 - Introduction to Philosophy **Credits: 3** GD
- PHI 201 - History of Philosophy: Ancient through Modern **Credits: 3** GD
- MUS 101 - Music Appreciation **Credits: 3** GD
- THE 201 - History of the Theatre **Credits: 3** GD

Social Behavioral Sciences

- GEO 101 - World Geography **Credits: 3** GD
- HIS 104 - U. S. History **Credits: 3** DD
- HIS 105 - U. S. History **Credits: 3** DD
- PSC 102 - Comparative Politics **Credits: 3** GD
- SOC 101 - Introduction to Sociology **Credits: 3** GD
- SOC 203 - Race and Minority Groups **Credits: 3** GD
- SOC 205 - Social Problems **Credits: 3** GD