2026 / 2027
University Catalog & Student Handbook

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Beal.edu

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Introduction

Mission / Goal / Objectives

Mission
To become partners with our students in their journey to improve their career opportunities through the contemporary academic programs offered at Beal University.

Vision
Beal University will strive to become the most prominent educational institution in the region by providing exceptional academic programs, in a student centered environment, empowering our graduates to excel in relevant career fields.

Objectives

- To offer academic programs that are effective, and career focused.
- To offer high quality student support services appropriate to the demonstrated needs of the University's student body.
- To use the resources of our community in the development of program offerings and student support services.
- To be an effective and contributing member of the community.
- To practice a set of core values that embraces respect for individuals, the importance of concern for others and equality.
- To use the tools, processes and procedures of Institutional Effectiveness to ensure we fulfill our mission for all University stakeholders.

Catalog Preparation

This catalog was prepared by Beal University. Policies, curricula, fees, and other content are subject to change without notice at the discretion of the University. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is minimally updated annually.

Accreditation, Approvals and Licensure

Beal University is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and College's (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Programmatic Accreditation

The Beal University Associate Degree in Nursing Program holds initial accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487.

The Beal University RN-BSN-DE Program (delivered via distance education) holds initial accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487.

The Beal University Master's Degree in Nursing Program (Nurse Education and Nurse Executive) (delivered via distance education) holds initial accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487.

The Beal University Master's Degree in Nursing Program (Family Nurse Practitioner) holds initial accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487.

The Beal University Bachelor's Degree in Nursing (Bachelor of Science in Nursing) Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600

Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

The Beal University Practical/Vocational Nursing (Diploma in Practical Nursing) Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

The Bachelor of Science in Health Information Management program holds initial accreditation through 2032 and the Associates of Applied Science in Health Information Technology program hold continuing accreditation through 2031 with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact CAHIIM, c/o AHIMA, 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800 or (312) 233-1131. Visit their web site at http://www.cahiim.org.

State of Maine

Beal University is licensed by the state of Maine State Board of Education. Beal University is authorized to grant Certificates, Diplomas, Associates, Bachelor's and Master's degrees.

Approvals

The Bachelor of Science Degree in Nursing program is approved by the Maine State Board of Nursing, which regulates all pre-license nursing school programs in Maine. The normal time to complete this program for a full-time student is 30 months, after which the graduate will receive a bachelor's degree and gain eligibility to take the NCLEX-RN (National Council Licensure Examination-Registered Nurse) exam in Maine.

The Associate Degree in Nursing program is approved by the Maine State Board of Nursing, which regulates all pre-license nursing school programs in Maine. The normal time to complete this program for a full-time student is 20 months, after which the graduate will receive an associate's degree and gain eligibility to take the NCLEX-RN (National Council Licensure Examination-Registered Nurse) exam in Maine.

The Diploma in Practical Nursing is approved by the Maine State Board of Nursing, which regulates all pre-license nursing school programs in Maine. The normal time to complete this program for a full-time student is 10 months, after which the graduate will receive their Diploma and gain eligibility to take the NCLEX-PN (National Council Licensure Examination-Practical Nurse) exam in Maine.

Beal University participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA), which authorizes distance education activity in all NC-SARA member states.

Beal Education, LLC, dba Beal University, is a Limited Liability Company (LLC) located and registered in the state of Maine. The governance and control of Beal University is carried out by Sheryl DeWalt, CPA, MBA, Managing Member of Beal Education LLC.

ACCSC Licensure/Certification Exam Pass Rate

For those programs where a governmental entity requires the attainment of a passing score on a licensure/certification exam to work in a particular field, ACCSC determines a program's licensure/certification exam pass rate to be acceptable when at least 70% of the students that take the exam attain a passing score.

SEVIS

International students choosing to attend Beal University may be issued the F-1 Visa or M-1 Visa. Canadian citizens do not need a visa to enter the U.S. however must have a passport. A student should present the passport, Form I-20-A-B, and financial documentation at the Canadian / U.S. Border. For more information about the SEVIS process, visit https://beal.edu/international-students.

Veterans' Benefits

Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Official transcripts in English must be submitted for transfer Credit. Further, GI Bill© and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) will be allowed to attend a course for up to 90 days from the date of beneficiary provides a certificate of eligibility, or valid VAF 28-1905. The student will receive no penalty, nor will the student be required

to borrow additional funds to cover tuition and fees due to late payments from the U.S. Department of Veterans Affairs (VA).

Check with the University's Veterans' Affairs Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits. https://beal.edu/veteran-benefits/

Applicants who are requesting Veterans Administration (GI Bill®) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer Credit. Applicants with military service should have a copy of their Joint Services Transcript, Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) sent to the University for Credit evaluation. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

History

On October 23, 1891, Miss Mary E. Beal and several partners established the Bangor Business College, which later became known as Beal College. Located on the second floor of the YMCA building, Beal College's student body of less than 25 students followed a curriculum of banking, finance, accounting, business arithmetic, penmanship, business writing, commercial law, shorthand and typewriting. By January 1892, the student body had grown to more than 100 students, necessitating the addition of space. To meet this requirement, the Shorthand and Typing Department was moved to the Exchange Street Block.

Miss Beal eventually became the sole owner of the Shorthand Department of the Bangor Business School. In 1903, Miss Beal's School of Shorthand and Typing became a separate entity of approximately 30 students. On July 14, 1922, Miss Beal sold the school to Francis G. Lee, at which time it was incorporated under the name of Beal College of Commerce. In Maine--A History, published in 1928, Harris B. Coe described Beal College of Commerce as "not only the largest of its kind in Bangor, but also one of the largest in the State."

In 1929, the name was changed to Beal College School of Business, then after several administrations, became Beal Business College. When the College's 50th anniversary was observed on September 14, 1941, it offered two-year degree programs in secretarial studies, business, administration, bookkeeping and commercial and stenographic programs.

On April 28, 1967, Beal College was authorized by an act of the Legislature of the State of Maine to confer the Associate Degree of Science. Beal College was accredited as a junior college of business in 1967 by the Accreditation Commission for Business Schools in Washington, D. C. As a result of community requests, the Evening Division of Beal College was established in January 1971 to meet the needs of adults in the community who wished to pursue their education while engaged in full-time employment. The year-round, eight-week modular system for both day and evening classes was introduced in 1985. To accommodate the needs of an expanding student body, the campus was moved to 629 Main Street in November of 1972, then to its present location at 99 Farm Road in Bangor in May of 2004.

Throughout 2016, Beal College celebrated its 125th anniversary. With more than a century of service to Maine citizens, Beal University is recognized today throughout our State for its excellence in education and continues to provide practical, hands-on career training in a small, personal and friendly environment.

In 2017, online classes were added to provide flexibility to working students and to enable student access to education from rural parts of the State and other states as well. In 2018, Beal began a pre-licensure Nursing program to combat the critical shortage of registered nursing professionals in the State. In 2019, Bachelor's degrees were added in the healthcare and medical fields which included the RN-BSN degree to provide additional educational opportunities to the registered nursing graduates. In 2020, the Masters degree in Nursing (MSN) and Masters degree in Business Administration (MBA) were added to further expand the educational programs offered at Beal.

On December 28, 2020, Beal College received formal authorization from its accreditor to change its name to Beal University. Beal University has evolved into a comprehensive institution with diverse academic offerings that serve a wide range of students within the state of Maine and beyond its borders. Being known as a university is important because it more accurately describes the type of institution Beal has become and better reflects the success Beal has had expanding into graduate level programs.

In 2021, Beal University celebrated 130 years of being a prominent institution of higher education in Maine. Beal's strong academic programs, experienced faculty and commitment to experiential learning continues to be the strength of the university. Since founded in 1891, Beal has remained focused from the very beginning in providing programs to give students real world skills for careers in high demand fields. Today, Beal offers programs from diploma to graduate level degrees facilitating all levels of academic pursuits to be achieved as well as enabling graduates to continue to complete advanced degrees.

Beal University opened the doors to its satellite location located in Wilton, Maine, which offers on-campus Associate Degree in Nursing program. The Wilton satellite location consists of classrooms, clinical, simulation and virtual reality laboratories to enhance the student learning experience. The satellite location is located near Farmington, Maine and encompasses three major western counties in Maine.

In June 2023, the University began the Master of Science in Nursing Family Nurse Practitioner degree program. This program is designed for the experienced nurse who desires to expand their knowledge in advanced nursing practice. Graduates are prepared to sit for the national certification exam for Family Nurse Practitioner. In August 2023, the University added the Master of Science in Clinical Mental Health Counseling degree program. This program introduces students to counseling skills and the application of intervention skills to working with individuals, couples, families, and groups. Graduates are eligible to sit for the state required licensure exam.

In November 2024, the University expanded our graduate program offerings when we received approval for the Master of Public Administration (MPA) program. The MPA program is designed to prepare students for leadership and management roles in the public sector.

In 2025, the University received approval for the Diploma in Practical Nursing program, which will prepare the graduate for entry into nursing practice. As a practical nurse students will be expected to reflect and respond to an ever-changing healthcare environment. A Bachelor's of Science in Nursing was also approved, and is designed to prepare students to enter the nursing workforce and sit for the NCLEX examination. The University received approval for two graduate program offerings: Master of Healthcare Administration and Master of Public Health. The Master of Healthcare Administration program is designed to prepare students for leadership roles in the healthcare industry. The Master of Public Health program is designed to equip students with the knowledge, skills, and competencies needed to excel in public health practice and leadership. Additionally, the University received approval for the Diploma in Medical Billing and Coding program, that is designed to prepare competent entry-level medical billers and medical coders for positions in physicians' offices, hospitals and clinics. The University was also approved to offer a Diploma in Cybersecurity, an Associate degree in Cybersecurity, and a Bachelor's degree in Cybersecurity. All three Cybersecurity fields prepare students to enter into the rapidly expanding field of cybersecurity.

Beal remains committed to support students to complete their undergraduate degrees and advance their education at the graduate level as well. Beal will continue to serve its students in ways that fit their lives by providing them high-quality accelerated degree programs in critical demand career fields that combine academic integrity with flexibility.

Location and Facilities

Beal University is located at 99 Farm Road in Bangor, Maine. The main school is approximately 25,000 square feet. The facilities include classrooms, laboratories, computer laboratories, and a library resource center. The classrooms and laboratories have modern technology including audiovisual equipment. The nursing laboratory is equipped with high fidelity simulators that simulate real life medical settings. The nursing classroom also includes a virtual reality skills lab which fully immerses the student in practical training in complex clinical situations. The welding laboratory includes fourteen fully-equipped welding booths and pipefitting mock up fabrication simulator. The campus also includes a visitor reception area, student lounge, fitness center, admissions, financial aid, academics, career services and executive offices.

The main school also has a Satellite Location located at 75 Allen Street in Wilton, Maine. The Satellite Location is approximately 5,200 square feet. The facilities include classrooms and laboratories for the nursing program. The nursing laboratory is equipped with high fidelity simulators that simulate real life healthcare settings. The nursing labs also include a virtual reality simulator, which fully immerses the student in realistic and complex clinical situations.

Admissions

Admissions Requirements

Beal University has a rolling admissions policy which means that a candidate will be considered for acceptance as soon as his or her application for admission with application fee (or fee waiver) are received and the applicant has submitted proof of a high school diploma, GED or HiSET, and has taken all required entrance exams or qualifies for an entrance exam exemption.

HOW TO APPLY:

Step 1: Submit an application for admission with $30 application fee or fee waiver
The application fee is a required one-time-only, non-refundable fee. You may download an application from our website, request a mailed application, or apply online at beal.edu/apply.

Please submit applications to:
Admissions Office
Beal University
99 Farm Road
Bangor, Maine 04401

Application fee waivers are also accepted at Beal University in lieu of the $30 fee from the following:

- College Board SAT
- Financial Hardship request from your high school guidance counselor
- MEOC (Maine Educational Opportunity Center) program
- METS (Maine Educational Talent Search) program
- NACAC (National Association for University Admissions Counseling)

Step 2: Contact the Admissions Department to schedule an appointment
Beal University welcomes and encourages prospective students and their families to contact the admissions team to schedule a phone or virtual visit with an admissions representative. Applicants will not be permitted to register for classes until meeting with Admissions, Student Accounts, and Financial Aid (if applicable). Any applicant seeking financial aid must also meet with a member of the Financial Aid Office prior to any applicable financial aid deadlines.

Campus tours are by appointment only; please contact the Admissions Department at admissions@beal.edu to schedule.

Step 3: Request your proof of graduation
Applicants can submit the following documentation as proof of graduation:

High School Diploma
Applicants submitting a High School Diploma must present the diploma in person or in a high-definition color photograph. Adequate documentation of a high school diploma means one recognized by the state in which the high school is located. In the instance that a diploma submitted is suspicious in nature or non-verifiable; the following documents may need to be provided: high school transcripts, descriptions of course requirements, or written statements from the high school attesting to the rigor and quality of its coursework offered. (Beal officials have the right to refuse any diploma and require the documents listed above be submitted.) Applicants who cannot provide adequate documentation of a high school diploma will be asked to sit for a HiSET or GED.

High School Transcripts
Applicants may request that their high school submit a final, official copy of their transcript to Beal University. The transcript should include the applicant's name and date of graduation. Transcripts must be mailed or electronically submitted from the high school or adult education facility, directly to Beal University. Transcripts carried by an applicant and faxed copies of transcripts will not be considered official and will not be accepted.

General Equivalency Diploma (GED)
Applicants who have earned their GED must request an official copy to be mailed or electronically submitted from the state it was issued in, or GED testing site, directly to Beal University. The GED should include the applicant's name and reflect a passing score. Copies of GEDs carried by an applicant, and faxed copies of GEDs, will not be considered official and will not be accepted. Please be advised that there may be a fee for requesting a copy of your GED; the applicant is responsible for payment of this fee. GEDs will also be accepted from DiplomaSender.com as well (electronic or mailed copies). The applicant is still responsible for payment if having his/her GED sent from this site.

High School Equivalency Test (HiSET)
Applicants who have earned their HiSET must request an official copy to be mailed or electronically submitted from the state it was issued in, or HiSET testing site, directly to Beal University. The HiSET should include the applicant's name and reflect a passing score. Copies of HiSETs carried by an applicant and faxed copies of HiSETs will not be considered official and will not be accepted. Please be advised that there may be a fee for requesting a copy of your HiSET; the applicant is responsible for payment of this fee.

Transcripts which are personally delivered from a high school, GED or HiSET official directly to a Beal University official will be accepted.

Home- School Applicants
Applicants who have earned their high school diploma through home-school education in Maine must provide passing GED or HiSET scores, unless a high school diploma was awarded by a state-approved public or private school, recognizing the home-school education received by the applicant as legitimate. The Admissions Office will verify whether or not the public or private school is state-approved. If an applicant received their high school diploma through home-school education in another state, the Admissions Office will verify whether or not that state issues diplomas for home-schoolers. If that state does not issue diplomas to home-school students, the applicant will be asked to sit for a GED or HiSET, unless a high school diploma was awarded by a state-approved public or private school, recognizing the home-school education received by the applicant as legitimate. The Admissions Office will verify whether or not the public or private school is state-approved.

Post-Secondary Education
Applicants who have attended or graduated from an accredited post-secondary institution may use an official transcript as proof of graduation. (**Note for students who intend to receive federal financial aid:** The official transcript submitted needs to have at least 60 earned credits stated on it, for the transcript to qualify as proof of graduation to receive federal financial aid. However, if the official transcript does not state 60 earned credits, the student will need to provide official proof of high school graduation to continue the process for federal financial aid.) Transcripts must be mailed or electronically submitted from the post-secondary institution, directly to Beal University. Transcripts carried by an applicant and faxed copies of transcripts will not be considered official and will not be accepted.

International (non-U.S.) High Schools and College Transcripts
High school transcripts from other countries must be in English and determined by a NACES-approved credential evaluation service to be reasonably equivalent to a high school diploma, HISET, or GED from the United States. The University must receive evaluations directly from the agencies. If an individual attended high school in a country other than the United States, and would like to apply to Beal University, please follow these instructions:

1. Contact a foreign credential evaluation organization that is a member of the National Association of Credential Evaluation Services (NACES) (https://www.naces.org/members)
2. Send all transcripts earned outside the United States to the approved evaluation agency.
3. Apply for a Detailed, Course by Course Evaluation.
4. Ask the agency to send the evaluation directly to Beal University.

English Language Proficiency Requirement
Applicants from countries where English is not a primary language of common usage will be required to submit proof of English proficiency as measured by one of the following recognized tests:

TOEFL, IELTS, or CAEL.

The following are the required test scores for all Beal programs:

- TOEFL Paper-based Test (PBT) – Minimum score of 550 required.
- TOEFL Internet-based Test (iBT) – Under the new TOEFL scoring system (effective January 21, 2026), an overall minimum score of 4.0 is required, with minimum section scores of 4.0 in Reading, Listening, Speaking, and Writing.
  - *This aligns with ETS' recommended conversion for institutions transitioning from an 80 requirement on the legacy 0–120 scale*. [ets.org]
- IELTS – Minimum overall band of 6.0, with no single test score below 5.5.
- CAEL – Minimum overall score of 60.

If you choose to take the TOEFL test, the Beal Institution Code is 3114.
Information about the language proficiency tests can be found on the testing agency websites:

- TOEFL: www.toefl.org (Institution Code: 3114)
- IELTS: www.ielts.org
- CAEL: www.cael.ca

Only tests taken in the last two years are considered valid.

Students who have successfully completed English coursework in the English language from a US college or high school with a C+ or greater are exempted from the English Language Proficiency Requirement.

Step 4: Take the Entrance Exams
All degree, and diploma-seeking Applicants (except Nursing students), will be required to take the Beal University Online Assessment. Each student must successfully pass an Online Assessment with a score of 60% or higher. This is designed to help the school and student understand if they are able to successfully take courses in an online/digital environment. While not all programs at the school are offered online, the student will be required to access and understand the school's Learning Management System (LMS). There are no exemptions for the Online Assessment Test.

Step 5: Financial Aid
At Beal University, financial aid is available to those who qualify. Any applicant who wishes to apply for financial aid at Beal University should start the process by filling out the FAFSA (Free Application for Federal Student Aid) at www.FAFSA.gov. It is in the best interest of the applicant to file the FAFSA as soon as possible – the school code for Beal University is 005204. Applicants who file a FAFSA after applicable financial aid cutoff deadlines may be asked to start the following MOD, unless able to pay school expenses out of pocket or have other sources of funding for University (employer, agency, etc.).

Step 6: Submit your immunization records
Beal University complies with the state of Maine statute regarding immunization requirements for students attending post-secondary institutions. Requirements which must be met before a student attends class on campus are listed below.

All degree, diploma, or certificate-seeking applicants must provide proof of immunization against Tetanus and diphtheria (Td, DTaP, etc.) administered within the last 10 years. All degree, diploma, or certificate-seeking applicants born after December 31, 1956, must provide proof of immunization against measles, mumps, and rubella (MMR). Two doses of MMR are required or proof of immunity through titer testing (blood work) for MMR.

Official documentation must include immunizing agent, dosage, date on which immunization was administered and the signature of the administering official. Proof may also include official stamp of medical facility or proof of immunization printed on medical facility's company letterhead. In certain cases where immunization is medically inadvisable, a written statement from the applicant's health provider may exempt the applicant from receiving immunizations. In addition, in cases of sincere religious belief or for moral, philosophical or other personal reasons, a student may submit a statement in writing of their opposition to immunization. Medical exemptions and other written oppositions must be accompanied by a signed letter of opposition form available through the Admissions Office.

Step 7: Provide proof of medical insurance
Beal University requires all students to be covered under a medical insurance plan provided by the University unless the student can provide proof of his or her own personal medical insurance.

All full-time students registered in an onsite or hybrid program of study are required to have health insurance coverage, either through the Student Health Insurance Plan or through another individual or Family plan. Students must have insurance in place by the first day of on-ground courses. The plan year runs from September 1 through August 31 each year with enrollment points each MOD. Eligible students will need to either enroll in or waive the Beal University Student Health Insurance at the beginning of their program and each year in August for the upcoming academic year. Students opt in or out during Student Virtual Orientation.

Appointment Policy
Prospective students who miss two or more appointments with the Admissions Office may be denied the opportunity to schedule any future appointments and will be seen on a walk-in basis instead.

Admissions Office Plagiarism Policy
Beal University does not condone plagiarism. The Admissions Office reserves the right to deny or revoke an offer of admission to Beal University for any applicant found to have committed the act of plagiarism. Falsifying information on the application may also result in denial or revocation of an offer of admission.

Re-entering Students
Students wishing to re-enter Beal University after a period of absence of six or more consecutive MODs (one year) are required to submit an updated Application for Admission. Re-entering students will be required to complete the academic requirements of their program from the catalog under which they are re-admitted.

Graduates of Beal University who wish to return to complete a new program of study or to continue their education will also be required to submit a new Application of Admission. The application fee is a one-time only, non-refundable fee; re-entering students and graduates do not need to pay the fee a second time, provided that adequate proof exists of prior payment. Please contact the Admissions Office for further information or visit beal.edu/returning-students.

Technology and Equipment Requirements
In addition, students enrolled in online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Microsoft Edge, Google Chrome, and Safari).

The IT Department doesn't have a specific brand, make, or model preference; however, we have outlined some notes and information.

1. Select a computer that is in your budget.
2. One that you are familiar with and comfortable working with.
3. A standard laptop or desktop computer is required:
    - Windows PC or Macbook
    - Tablets or Mobile devices are not recommended to do school assignments. They can be great for note taking.

Here are some general hardware component recommendations and software suggestions that can help you determine the minimum recommended equipment:

Components Options:

Processor options:

- Intel or ADM processor, 2 GHz or faster

Hard drive capacity:

- 250GB SSD minimum or 500GB HDD for more space & speed

At least 8GB of RAM (more GB = faster processing speed)
Wi-Fi card with WiFi 6 (with 802.11AX capabilities)
Recommended Software:

- Microsoft Office 365 Online, which can be accessed with current student login credentials
- Adobe Reader (or similar PDF reader)
- Google Chrome or Microsoft Edge

The platform for online courses is Canvas. Students enrolled in online courses must sign in to the course during the first week of the course.

Students entering into the Associate Degree in Nursing or into the Bachelor of Science Degree in Nursing, effective January 1, 2027, are required to have the following technology requirements:

Operating System
- Windows 10 or later
- Mac OS 11.0 or later
- All recent compatible versions of Chrome OS (Extension workflow only)

Browser (extension workflow only)
- Chrome

Connectivity
- 3 Mbps (3072 kbps) Upload & Download Speed, minimum
- 5+Mbps (5,000+ kbps) Upload & Download Speed, Recommended
- (mobile hotspots and tethering are discouraged)

Graphics
- Above Intel HD3000

Webcam
- 640x480 resolution

Microphone
- All microphones other than those built into headphones are permitted

Speakers
- Built-in or external speakers are required

RAM Capacity
- 8GB

CPU
- 4 cores at 2.4ghz

Monitor Resolution
- 1366x768

Ports
- UDP/TCP 80
- UDP/TCP 443

Transfer Students
Students transferring to Beal University from other post-secondary educational institutions must have a copy of the transcript from the college or university previously attended submitted to Beal University. Faxed transcripts, and transcripts that are carried or mailed by a student or applicant, are not considered official and will not be accepted. To be considered official, a transcript must be mailed or sent electronically from the previously attended college or university directly to Beal University.

Nonimmigrant and International Students
Beal University may accept Nonimmigrant F-1 and M-1 students as full-time students providing the student meets all of the admissions requirements for nonimmigrant students. Please contact a Designated School Official for information about nonimmigrant admissions process and requirements or e-mail admissions@beal.edu.

In addition, Beal University accepts applicants who are United States citizens, have dual citizenship (if one is U.S.), are naturalized citizens of the U.S., are U.S. citizens born abroad, are residents of a U.S. territory, or have a Permanent

Card (Green Card) with a valid "A" number. Canadian students do not need to provide a Visa. Visit https://beal.edu/international-students/ for additional information.

Acceptance
The University will notify the applicant of an acceptance decision as soon as the candidate's application for admission and application fee (or fee waiver) are received and the applicant has achieved the required entrance exam score or qualifies for an exemption. Applicants should understand that all offers of admission are conditional, pending receipt of all documents for admission, and compliance with the admissions policies as stated above.

Enrollment Agreement
Each student who enrolls at Beal University will enter into an Enrollment Agreement with the University. The Enrollment Agreement clearly outlines all program related tuition and fees and identifies expectations of both the student and the University. The Enrollment Agreement must be signed by the student and appropriate school official, and a final copy provided to the student prior to the student sitting in class. The Enrollment Agreement is electronically available in the student's portal and available to the student to access at any time.

If a student changes from one program to another at Beal University, a new Enrollment Agreement will be completed and must be signed by the student and appropriate school official, and a final copy provided to the student.

Cancellation Policy / Student's Right to Cancel
An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. An applicant requesting cancellation within three days after signing an Enrollment Agreement and making an initial payment is entitled to a refund of all monies paid by the applicant. An applicant requesting cancellation more than three days after signing an Enrollment Agreement and making an initial payment, but prior to entering the University, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the University retain more than $150.00.

Dismissal Policy
Beal University reserves the right to serve notice of dismissal to any student or to deny admission to any candidate for admission if, in the opinion of the administration, an individual's conduct or any other action is deemed detrimental to the best interest of the student body and the institution.

Admissions Requirements for the Diploma in Practical Nursing Program

In addition to the general Beal University admissions requirements found above, the Diploma in Practical Nursing requires:

1. Applicants must be a minimum of 18 years of age when entering the program.
2. Applicants must achieve a passing score on the HESI Test for Practical Nurses. This Test is a pre-admission assessment to determine whether a student has the necessary academic skill to perform effectively in a Practical Nursing program. Designed for students with a high school education (or equivalent), the multiple-choice exam tests basic reading, writing, math, and critical thinking. Additional information about content areas can be obtained from the Nursing Program Director.
3. All sections require a minimum of 70% to pass with the exception of the Math section minimum pass rate at 60%. The exam may be taken 3 times only in one year. Performance results are valid for 1 year.
3. Associate Degree in Nursing students transferring to the Diploma in Practical Nursing program, who have already taken the HESI exam and achieved a minimum score of 75%, will be exempt from taking the HESI Exam for Practical Nursing
4. Applicants must submit official high school transcripts and/or college/university transcripts that show a cumulative (overall) grade point average of 2.0.
5. In addition to the immunizations required of all applicants to Beal University, Nursing program applicants are required to provide proof of immunizations against the following prior to attending PN100 Introduction to Practical Nursing:
    a. Hepatitis Series B and Titer. 6+ month process. If non-immune, a waiver is required.
    b. Negative Test for Tuberculosis (PPD). A 2-step PPD is required.
    c. Chickenpox with a Varicella Titer. If non-immune, 2 doses of Varicella virus vaccine is required.
    d. Tetanus and diphtheria (Td, DTaP, etc.) administered within the last 10 years is required.
    e. Measles, mumps, and rubella (MMR): Two (2) doses of MMR are required or proof of immunity through titer testing (blood work) for MMR for all applicants born after December 31, 1956, is required.
6. Annual requirement: Influenza (Flu) shot.
7. Nursing students must be able to provide proof of personal health insurance or enroll in the school's health insurance program.
8. Background checks are required for all Nursing students. Students enrolling in the Practical Nursing program must successfully pass a background check prior to the beginning of the program's clinicals.

Admissions Requirements for the Associate Degree in Nursing Program

In addition to the general Beal University admissions requirements found above, the Associate Degree in Nursing requires:

1. Applicants must be a minimum of 18 years of age when entering the program.
2. Applicants must achieve a passing score on the Nursing Admissions Test. This Test is a pre-admission assessment to determine whether a student has the necessary academic skills to perform effectively in a school of nursing. Designed for students with a high-school education (or equivalent), the multiple-choice test is nursing-content focused and tests basic reading, writing, math, and critical thinking. Additional information about content areas can be obtained from the Nursing Program Director.
3. All sections require a minimum of 75% to pass with the exception of the Math section minimum pass rate at 60%. Science section has no minimum pass rate. The exam may be taken 3 times only in one year. Performance results are valid for 1 year.
4. Applicants must submit official high school transcripts and/or college/university transcripts that show a cumulative (overall) grade point average of 2.0. Once enrolled students must have a 2.5 CGPA prior to starting NU100.
5. Nursing program applicants are required to provide proof of immunizations against the following prior to attending NU100 Introduction to Foundational Nursing Concepts:
    a. Hepatitis Series B and Titer. 6+ month process. If non-immune, a waiver is required.
    b. Negative Test for Tuberculosis (PPD). A 2-step PPD is required.
    c. Chickenpox with a Varicella Titer. If non-immune, 2 doses of Varicella virus vaccine is required.
    d. Tetanus and diphtheria (Td, DTaP, etc.) administered within the last 10 years is required.

    e. Measles, mumps, and rubella (MMR): Two (2) doses of MMR are required or proof of immunity through titer testing (blood work) for MMR for all applicants born after December 31, 1956 is required.
6. Annual requirement: Influenza (Flu) shot.
7. Nursing students must be able to provide proof of personal health insurance or enroll in the schools health insurance program.
8. Background checks are required for all Nursing students. Students enrolling in the Nursing program must successfully pass a background check prior to the beginning of the programs clinicals.

Admissions Requirements for the Associate Degree in Welding Technology Program

In addition to the general Beal University admissions requirements found above, the Associate Degree in Welding Technology requires:

1. A confirmed certificate or diploma in Welding Technology:
    a. Certificate / Diploma must be completed at Beal University and confirmed with official transcripts in English.

Admissions Requirements for the Bachelor of Science in Nursing Program

In addition to the general Beal University admissions requirements found above, the Bachelor of Science in Nursing requires:

1. Applicants must be a minimum of 18 years of age when entering the program.
2. This Test is a pre-admission assessment to determine whether a student has the necessary academic skill to perform effectively in a Nursing program. Designed for students with a high school education (or equivalent), the multiple-choice exam tests basic reading, writing, math, and critical thinking. Additional information about content areas can be obtained from the Nursing Program Director.
3. All sections require a minimum of 75% to pass with the exception of the Math section minimum pass rate at 60%. The exam may be taken 3 times only in one year, with a waiting period of 2 weeks between exam attempts. Performance results are valid for 1 year.
4. Applicants must submit official high school transcripts and/or college/university transcripts that show a cumulative (overall) grade point average of 2.5.
5. Nursing program applicants are required to provide proof of immunizations against the following prior to attending NU100 Introduction to Foundational Nursing Concepts:
    a. Hepatitis Series B and Titer. 6+ month process. If non-immune, a waiver is required.
    b. Negative Test for Tuberculosis (PPD). A 2-step PPD is required.
    c. Chickenpox with a Varicella Titer. If non-immune, 2 doses of Varicella virus vaccine is required.
    d. Tetanus and diphtheria (Td, DTaP, etc.) administered within the last 10 years is required.
    e. Measles, mumps, and rubella (MMR): Two (2) doses of MMR are required or proof of immunity through titer testing (blood work) for MMR for all applicants born after December 31, 1956 is required.
6. Annual requirement: Influenza (Flu) shot.
7. Nursing students must be able to provide proof of personal health insurance or enroll in the schools health insurance program.
8. Background checks are required for all Nursing students. Students enrolling in the Nursing program must successfully pass a background check prior to the beginning of the programs clinicals.

Admissions Requirements for the RN-BSN Program

In addition to the general Beal University admissions requirements found above, the RN-BSN requires:

1. A confirmed associate degree in Nursing:
    a. The degree must be completed at an institution accredited by an agency recognized by the U.S. Department of Education. Degrees earned outside the United States must be evaluated by a NACES-approved credential evaluation service and deemed equivalent to the required U.S. degree. Official transcripts, or evaluated transcript records, must be submitted in English.

2. Submit evidence of an unencumbered nursing license. Graduates of Beal University's Associate of Applied Science in Nursing are exempt from this requirement at the beginning of the program, however, must have in place prior to the beginning of the second module.

Admissions Requirements for the Master of Business Administration Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

1. A confirmed Bachelor's Degree in a Business Administration related field:
    a. The degree must be completed at an institution accredited by an agency recognized by the U.S. Department of Education. Degrees earned outside the United States must be evaluated by a NACES-approved credential evaluation service and deemed equivalent to the required U.S. degree. Official transcripts, or evaluated transcript records, must be submitted in English.
    b. If the student does not possess a Bachelor's degree in a Business Administration related field, the student must successfully complete, earn a 77% (C+) or higher, and provide a transcript for each of the following courses:
        (1) Principles of Finance or Management; Principles of Accounting, Principles of Economics (Microeconomics or Macroeconomics).
        (2) Subject to the discretion of the program director.
    c. If the student does not possess a Bachelor's degree in a business-related field, the student may submit documentation demonstrating at least three years of relevant professional experience. The Program Director will review and verify the documentation during a meeting with the student.

Admissions Requirements for the Master of Science in Clinical Mental Health Counseling Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

1. A confirmed Bachelor's Degree in a Counseling related field:
    a. The degree must be completed at an institution accredited by an agency recognized by the U.S. Department of Education. Degrees earned outside the United States must be evaluated by a NACES-approved credential evaluation service and deemed equivalent to the required U.S. degree. Official transcripts, or evaluated transcript records, must be submitted in English.
    b. If the student does not possess a Bachelor's degree in a Counseling related field, the student must have successfully completed at least 6 credit hours with a 77% (C+) or higher in psychology or counseling-related coursework at an institution of higher education, subject to the discretion of the program director.
2. The student must have a grade point average of at least 3.0 (on a scale of 4.0) for the last 60 hours of coursework including graduate work.
3. Personal/professional goal statement with a self-appraisal of qualifications for the profession.
4. Current resume (or career summary).
5. Three (3) completed academic or professional letters of recommendation.
6. Completion of virtual interview with the Program Director and one faculty member.
    a. Applicants with grade point averages lower than the stated program minimum may be considered for admission by recommendation of the Program Director.
7. Background checks are required for all Master of Science in Clinical Mental Health Counseling students. Students enrolling in the Master of Science in Clinical Mental Health Counseling must successfully pass a background check prior to the beginning of the programs clinicals.

Admissions Requirements for the Master in Healthcare Administration Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

1. A confirmed Bachelor's Degree in a Science or Health related field:
    a. The degree must be completed at an institution accredited by an agency recognized by the U.S. Department of Education. Degrees earned outside the United States must be evaluated by a NACES-approved credential evaluation service and deemed equivalent to the required U.S. degree. Official transcripts, or evaluated transcript records, must be submitted in English.
2. The student must have a grade point average of at least 2.8 (on a scale of 4.0) for the last 60 hours of coursework including graduate work.
3. Applicants with a grade point average below 2.8 must complete a virtual interview with the Program Director. Consideration for admission will be at the discretion of the Program Director.

Admissions Requirements for the Master in Public Administration Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

1. A confirmed Bachelor's Degree:
    a. The degree must be completed at an institution accredited by an agency recognized by the U.S. Department of Education. Degrees earned outside the United States must be evaluated by a NACES-approved credential evaluation service and deemed equivalent to the required U.S. degree. Official transcripts, or evaluated transcript records, must be submitted in English.
2. The student must have a grade point average of at least 2.8 (on a scale of 4.0) for the last 60 hours of coursework including graduate work.
3. Applicants with a grade point average below 2.8 must complete a virtual interview with the Program Director. Consideration for admission will be at the discretion of the Program Director.

Admissions Requirements for the Master in Public Health Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

4. A confirmed Bachelor's Degree in a Science or Health related field:
    a. The degree must be completed at an institution accredited by an agency recognized by the U.S. Department of Education. Degrees earned outside the United States must be evaluated by a NACES-approved credential evaluation service and deemed equivalent to the required U.S. degree. Official transcripts, or evaluated transcript records, must be submitted in English.
5. The student must have a grade point average of at least 2.8 (on a scale of 4.0) for the last 60 hours of coursework including graduate work.
6. Applicants with a grade point average below 2.8 must complete a virtual interview with the Program Director. Consideration for admission will be at the discretion of the Program Director.

Admissions Requirements for the Master of Science in Nursing Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

1. A confirmed Bachelor's Degree in Nursing:
    a. The degree must be completed at an institution accredited by an agency recognized by the U.S. Department of Education. Degrees earned outside the United States must be evaluated by a NACES-approved credential evaluation service and deemed equivalent to the required U.S. degree. Official transcripts, or evaluated transcript records, must be submitted in English.
    b. Family Nurse Practitioner applicants with 3.0 GPA on a 4.0 scale will be given priority consideration.
2. An unencumbered nursing license.
    a. Family Nurse Practitioner applicants need to have unencumbered U.S. nursing license in the state where practicum will occur.
3. The student must successfully complete, earn a 77% (C+) or higher, and provide a transcript for a 300+ level statistics class or equivalent, subject to the discretion of the program director.
4. Family Nurse Practitioner program applicants are required to provide proof of immunizations against the following prior to attending the first practicum course:
    a. Hepatitis Series B and Titer. 6+ month process. If non-immune, a waiver is required.
    b. Negative Test for Tuberculosis (PPD). A 2-step PPD is required.
    c. Chickenpox with a Varicella Titer. If non-immune, 2 doses of Varicella virus vaccine is required.
    d. Tetanus and diphtheria (Td, DTaP, etc.) administered within the last 10 years is required.
    e. Measles, mumps, and rubella (MMR): Two (2) doses of MMR are required or proof of immunity through titer testing (blood work) for MMR for all applicants born after December 31, 1956 is required.
    f. Annual requirement: Influenza (Flu) shot.
5. Background checks are required for all Master of Science in Family Nurse Practitioner students. Students enrolling in the Master of Science in Family Nurse Practitioner must successfully pass a background check prior to the beginning of practicum.

Admissions Disclosure

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling in the University. Failure to disclose this history may affect clinical and/or employment opportunities upon completion of your program.

Beal University will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history except in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Maine were researched. Many careers prohibit clinical or employment to individuals with a history of criminal offenses. Beal University recommends that all potential employability questions are discussed with the campus Career Services Department.

Cancellation of Classes

The University reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the University and will entitle students to a full refund of all money paid.

Financial Information

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Beal University assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Financial Aid Officers guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See Satisfactory Academic Progress for details.

Cash Paying Students

Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class.

Financial Aid Programs

Beal University administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program and start date. All students receiving federal aid are required to meet various eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds.

Verification

Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year tax transcripts and W-2s) to the Department of Financial Aid within five (5) business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the University.

In accordance with Title IV regulations, students are also required to complete all documentation and the verification process (if applicable) and first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Beal University is dependent on action by the funding agency. The University will do everything possible to expedite the disbursement, after verifying students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and Credited towards eligible tuition, books and fees. Any Credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at Beal University:

Financial Aid Programs
Federal Pell Grant
Federal Supplemental Educational Opportunity Grant
Subsidized and Unsubsidized Direct Loan Programs
Federal Parent Loan for Undergraduate Students
Maine State Grant Program
Alternative/Private Loans
U.S. Department of Veterans Affairs

Federal Pell Grant

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period, which will result in a Return of Title IV aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with a 0 EFC. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time.

Federal Direct Unsubsidized Stafford Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate and graduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends.

Federal Direct PLUS Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students are eligible to apply and Credit checks are conducted. Minimum payments are $50 per month per loan. There is no grace period on this loan, however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled.

Veterans Assistance Programs
There are various Veterans Programs available to assist with educational funding. Please go to http://gibill.va.gov/benefits/index.html for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Maine State Grant Program (MSGP)
Students who are residents of Maine may apply for this need-based grant (no repayment) by filing the FAFSA prior to May 1 for the upcoming award year. The maximum award for each year is determined by the state of Maine.

Federal or State Loans
If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

New Students
All first-time, first-term students awarded federal student loans will be eligible for disbursement of their loans thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP), in order to be eligible for subsequent disbursements. Subsequent disbursement are posted to full time student's account approximately 16 days after the start of the second payment period.

Exit Counseling
All students using federal loans to fund any part of their educational costs are required to complete exit counseling. There are various methods to complete exit counseling; in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Financial Aid Office to complete the process prior to departure; however,

in the event this isn't possible, exit counseling information will be mailed to the student within 30 days of the date of determination that the student withdrew.

Institutional Funding Option

Beal University offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require Credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the University offers an institutional financing option called a Budget Plan where the student will make payments to the school. A Budget Plan without Credit worthiness is available.

Students Using Third-Party Funding

Prior to attending classes, Beal University must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the University must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization.

Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. If a student attends the University and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

For students withdrawing from all classes at Beal University, the following refund percentages for tuition is used:

- If a student withdraws before the start of the first MOD in the semester, the full tuition will be refunded.
- If a student withdraws after the start of classes but before the end of the first census period, 90% of tuition associated with the classes in the current MOD and all of the tuition associated with the classes in the second MOD of the semester will be refunded.
- If a student withdraws after the census period but before the start of the second MOD of the semester, the tuition associated with the courses in the second MOD of the semester will be fully refunded.
- If a student withdraws after the start of the second MOD, but before the end of the second MOD census period, 90% of the tuition associated with the classes from the second MOD of the semester will be refunded.
- If a student withdraws after the census period for the second MOD of the semester, no tuition will be refunded for that semester.

* Semester (payment period) is two 8-week Modules. The semester schedule is based upon the start date of the student.

** Census period is the first 10 calendar days of each MOD.

The amount of tuition and fees owed to the University and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the University the outstanding balance.** Student balances that remain unpaid for a period of ninety (90) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within 45 days of the last day of attendance.

Refunds

The student who drops all of his or her classes for the payment period is considered to be withdrawn even though he or she intends to resume classes at a later date.

Beal University follows the requirements of the U.S. Department of Education for Title IV refunds calculations. Refunds are processed within 45 days of the date of determination of the student's withdrawal.

If the student receives (or the University receives on the student's behalf) more federal financial aid than he or she has earned, the unearned funds must be returned to the applicable grant and/or loan program.

Students may be eligible for most forms of financial aid when enrolled in 6.0 or more credits per payment period. Students enrolled in 5.5 credits or less may be eligible to receive Pell Grant but are not eligible to receive federal student loans.

The Beal University Withdrawal Policy, listed below, is used to determine the reduction, if any, in the student's tuition. If the student's charges are less than the amount of aid earned, and a refund is due, the student may be able to receive those additional funds. If the student's charges are more than the amount of aid earned, the student is responsible for paying any outstanding charges to Beal University.

For students withdrawing from all classes at Beal University, the following refund percentages for tuition is used:

- If a student withdraws before the start of the first MOD in the semester, the full tuition will be refunded.
- If a student withdraws after the start of classes but before the end of the first census period, 90% of tuition associated with the classes in the current MOD and all of the tuition associated with the classes in the second MOD of the semester will be refunded.
- If a student withdraws after the census period but before the start of the second MOD of the semester, the tuition associated with the courses in the second MOD of the semester will be fully refunded.
- If a student withdraws after the start of the second MOD, but before the end of the second MOD census period, 90% of the tuition associated with the classes from the second MOD of the semester will be refunded.
- If a student withdraws after the census period for the second MOD of the semester, no tuition will be refunded for that semester.

* Semester (payment period) is two 8-week Modules. The semester schedule is based upon the start date of the student.

** Census period is the first 10 calendar days of each MOD.

Return of Unearned Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, EMDC, etc…
2. The student.

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the University. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, the University will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

Title IV Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant and SEOG, the grant money will be disbursed directly to the student's account at the University within forty-five (45) days of the student's withdrawal or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), the University will send the student a written notice within thirty (30) days of the student's withdrawal or graduation date indicating the type and amount of the eligible disbursement. If the student would like the post-withdrawal disbursement applied to their account, they must give the University a written approval within fourteen (14) days of the notice. Once the student has given their approval the eligible loan funds will be disbursed to the account. After outstanding institutional charges are paid and if excess funds remain, the excess funds will be provided to the student within fourteen (14) days of the credit balance occurring on the student's account.

Academics

Add / Drop Policy

Students may be able to add a course before the start of the MOD by contacting the office of the Registrar. No classes may be added after the first week of the MOD start. Students requesting to drop a class must do so within the first five (5) days after the MOD start. Students must meet with Student Services to determine the effect of the dropped class(es) on the individual student's academic scheduling, tuition adjustment, and potential financial obligations.

The agencies which provide funding for a student's education are informed of all changes in a student's schedule; this may affect the student's future eligibility for agency funding.

Academic Dishonesty

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, self-plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Beal University students are responsible for the preparation and presentation of work representing their own effort, skills, and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. The work of others includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism or self-plagiarism, will result in an "F" grade for the assignment. If the offense occurs again, the student will receive an "F" for the course and may be grounds for dismissal from the University.

Unless otherwise specified by your instructor, any submission must comprise the student's own work or must clearly acknowledge the source. Submitting work that you did not produce as your own, including but not limited to work that was generated using tool such as Chat GPT, Microsoft Copilot, or Google Bard is academically dishonest and will be considered a form of plagiarism.

Academic Freedom

Beal University provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the University curriculum. Instructors at Beal University are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule

Beal University schedules six (6) modules in a twelve (12) month period for its programs.

Each program mod meets for eight (8) weeks. Full-time students take a minimum of twelve (12) Semester Credit hours per payment period. An academic year is considered thirty-two (32) weeks in length and a minimum of twenty-four (24) semester credits.

Advanced Academic Standing

Course credit may be awarded by examination and transfer of credit. The Registrar department is responsible for approving all transfer of credits and the Academic Department for approving transfer credits by examination. Advanced standing credit is assigned a grade of "TC". Advanced academic standing counts toward meeting graduation requirements, however, these credits do not count toward satisfactory academic progress (see the Satisfactory Academic Progress section). Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in any program may be awarded either by transfer of Credit and/or by examination from an external institution. Transfer credit evaluation must be completed prior to a student starting in a course. A student cannot receive transfer credit for a course they are currently attending. Up to 9 credits may be accepted for transfer into any Beal University master's program.

Students currently enrolled at Beal University may take courses at other academic institutions and transfer the earned credits to their program under the following conditions:

1. A course description must be provided to the Beal University Registrar.
2. The Registrar's approval must be obtained prior to taking the course in question
3. Arrangements must be made to have an official transcript of the course grade sent from the other institution to the Beal University Registrar's Office.

Transfer of Course Credit from Other Institutions
Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Beal University. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Students transferring in science classes must have a C+ or higher. Technical/Core coursework must be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years; anatomy and physiology and microbiology courses must not be more than five (5) years or older. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Beal University course, credit will not be awarded.

Students who have completed a Bachelor's degree, with no time limitation imposed, prior to transferring to Beal will receive transfer credit for each of the following classes, (if applicable to program enrolling in at Beal):

EH102	Speech
EH111	English Composition
ENV101	Environmental Geology
HY103	U.S. History 1865 to the Present
MS110	College Algebra *
PY101	Introduction to Psychology
SC101	Introduction to Sociology
CS115	Introduction to Computer Concepts and Applications

*for Nursing programs, the transferring in of MS110 must follow the below eligibility.

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to semester credits. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5).

To obtain transfer credit, the Beal University Registrar's office must receive an official transcript in English from the other institution prior to the course's scheduled start date. The transcript will be reviewed by the Registrar's office. A student may be required to produce a catalog, course description or other supporting documentation. Transfer credit evaluation must be completed prior to a student starting in a course. A student cannot receive transfer credit for a course they are currently attending.

For each transfer credit accepted and applied toward the student's program requirements, total program tuition is reduced by $350 and the total technology fee is reduced by $35. Technology fees are charged only for credits in courses taken at Beal University.

Transfer of Course Credit from Beal University
Transfer credit will be considered from previous program so long as the student earned a passing grade, typically higher than a C. The previous course work must be at the 100 level or higher and the University will evaluate the course description as compared to the current course description. The Dean and Program Director will make the final determination on the transferability of the course from the previous program.

Advanced Placement Exam Scores
The University participates in the Advanced Placement Program administered by the College Entrance Examination Board. Students who demonstrate superior performance in the Advanced Placement Examination will be awarded Advanced Placement credit. See the Advanced Placement Equivalency Chart for more specific information concerning the course equivalents. Beal only accepts AP Exams in certain courses in which specified scores have been earned. AP exam subjects that do not match the pre-determined equivalent, noted below, maybe considered for equivalency

credit on a case-by-case basis. Advanced Placement credit is transferrable for up to 15 years from the time it was awarded.

Official College Board transcripts must be provided to the Registrar's department for evaluation prior to enrolling in the first term/MOD.

Subject	Minimum Exam Score	Beal Course Equivalent	Credits
English Language & Composition	3	EH111 - English Composition	3
English Literature & Composition	3	EH111 - English Composition	3
Comparative Government and Politics	3	HY103 - US History 1865 to the Present	3
European History	3	HY103 - US History 1865 to the Present	3
Human Geography	3	SC101 – Introduction to Sociology	3
Macroeconomics	3	GEN315 - Principles of Economics	3
Microeconomics	3	GEN315 - Principles of Economics	3
Psychology	3	PY101 - Introduction to Psychology	3
US Government and Politics	3	HY103 - US History 1865 to the Present	3
US History	3	HY103 - US History 1865 to the Present	3
World History	3	HY103 - US History 1865 to the Present	3
Biology	3	BIO210 - Biology	4
Chemistry	3	CHEM240 - Chemistry	4
Computer Science	3	CS115 - Introduction to Computer Concepts and Applications	3
Physics 1: Algebra Based	3	PHY200 - Physics I	4
Physics 2: Algebra Based	3	PHY210 - Physics II	4
Calculus AB or BC	3	MS110 - College Algebra	3
Environmental Science	3	ENV101 - Environmental Geology	3

Proficiency Credit

Beal University allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is $150 per course. Students must test out of a course prior to the first day of the course. Proficiency exams taken on campus are proctored by a staff member of the University. The student may take the test out exam at any Beal University location and must present a valid (non-expired) form of identification (i.e., driver's license, state issued ID, military ID, etc.). Proficiency exams may also be taken online via the Registrar's office and are proctored by Proctorio. The student must present a valid (non-expired) form of identification (i.e., driver's license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 77% or higher, unless the course has a required passing score. (See Grading System). Proficiency examinations may be attempted only once. Proficiency credit awards, in addition to any awarded Advanced Academic Standing, may not exceed more than 25% of the credits in the student's program of study.

Transfer Credit for Prior Learning and Life Experience

Beal University offers applicants the opportunity to obtain college credit for previous life experience. Credit is given to students who can demonstrate that the learning and skills they acquired at another institution, as part of a on-the-job training at an employer or in the military, or through experiential learning, are equivalent to the learning outcomes expected for particular courses within Beal University.

Students who intend to obtain credit for prior learning and life experience must be in good standing and the course must:

- Be required for degree completion.
- Not have an advanced standing/credit by examination option.
- Not have been an externship.

Students must submit an experiential portfolio for each course they wish to receive credit for, along with an Advanced Standing for Professional/Work Experience Request Form, to the Dean. The portfolio must be approved within the first three (3) months of enrollment, and a student may only submit a portfolio once for each course they wish to receive credit for.

A fee to submit an experiential portfolio for consideration for credit for life experience does apply. The fee is charged regardless of the outcome of the portfolio review. The fee is $500 per course.

**Credit for Life Experience is not available for the following programs: PN, ADN, BSN and MSN.

Anti-Hazing Policy

Beal University believes in maintaining an environment that recognizes the worth and value of every individual. Every student should be able to participate in activities and organizations without compromising their health, safety, or welfare. Therefore, hazing is unacceptable and a violation of university policy. In addition, it is against federal (Stop Campus Hazing Act) and state law (Title 20-A §10004).

Hazing: Definition

For the purposes of this policy, "hazing" means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into an affiliation with, or the maintenance of membership in an organization, group or club; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education, of physical or psychological injury including:

1. whipping, beating, striking, electronic shocking, placing of harmful substance on someone's body, or similar activity;
2. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other substances;
3. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
4. causing, coercing, or otherwise inducing another person to perform sexual acts;
5. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
6. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
7. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Reporting Alleged Acts of Hazing

Beal University encourages all members of the university community who believe that they have witnessed, experienced, or are aware of conduct that constitutes hazing in violation of this policy to report the violation to Title IX Coordinator.

Investigation

After a report is received, Beal University will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, local law enforcement may be contacted. Beal will also conduct its own investigation to prevent a recurrence of the alleged hazing and to determine if there are potential violations of the Student Code of Conduct and/or any other applicable processes depending upon the nature of the complaint.

Compliance & Enforcement

Any alleged violation of the Anti-Hazing Policy by students and/or organizations, groups or clubs will be adjudicated in accordance with the procedures set forth in the University catalog and may result in such penalties including suspension or dismissal from the University, as are deemed appropriate.

The University will not tolerate hazing. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

In addition to the sanctions described above, a student or students may be subject to civil and/or criminal liability under Maine's Anti-Hazing Law.

Hazing Transparency Report

The University hazing statistics will be made available in the Annual Security Report.

Retaliation

No person may intimidate, threaten, coerce or discriminate against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Hazing Policy and Procedure. Complaints alleging retaliation may be filed with the Title IX Coordinator.

Attendance

Attendance is defined as physical participation in academically-related activities, including but not limited to the submission of an assignment, an examination, interacting with an instructor or academic representative about course material or an online discussion.

Census is used as the benchmark for initial participation in a course. Census is the 10th calendar day from the MOD start. Each semester there are two census dates. All student participation is checked on the Census date. If a student has not participated, the student is dropped from the course.

Though Beal University is a non-attendance taking institution, the University emphasizes the need for all students to participate in classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Participation is critical to proper skill building and achieving competency in the learning outcomes in each program.

Students are expected to actively participate, in both on-campus and distance education classes. Students at Beal University are responsible for completing all course assignments. Instructors will determine whether students who are absent from an exam or other classwork may make it up.

Students are advised to contact their instructor when they are going to be absent from their course(s), on-site or live lecture.

Auditing of Classes

A student may audit any course if space is available. The Audit Fee of $150.00 per credit and any applicable lab fees must be paid in full prior to the start of the class and are nonrefundable. Financial aid is not available for audits. Since the student is enrolled in the course solely for faculty expertise, lecture and discussion, the auditing student's participation in quizzes, tests, examinations and the like is not required; therefore, no grade will be assigned nor credit granted for the audited class.

In certain instances where a student has previously received credit at least one year prior for a course, the student may be interested in auditing the course before continuing on to the next level. If a student wishes to convert a class that has previously been audited to credit, he or she may take a proficiency exam in the course.

Students wishing to return to the nursing program after a leave of absence or dismissal of more than 2 mods must audit the immediate prerequisite nursing course for the nursing course to which they are requesting to return. To audit a nursing course, the student must sit for all quizzes and exams and attend all required simulations, clinical, and labs for the course. The student must achieve a passing score of 77% in the course they are auditing. If the student does not achieve a 77% it will count as a nursing course fail. For students wishing to return to NU180, they will be required to audit both NU140 and NU125. For students wishing to return to PN180, they will be required to audit both NU140 and PN125.

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may submit a complaint as outlined in the Student Complaints, Grievances, and Appeals section. The student must complete this process within the first two weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

Change of Program

Students may change educational programs at Beal University during their enrollment. Students must contact the Academic/Student Services Departments to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course Credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see Satisfactory Academic Progress section). Students not making SAP may transfer programs of study.

Class Size

Class sizes may vary. For degree and diploma programs, the student instructor ratio would normally be less than 20:1 in traditional classroom and laboratory classes on campus and online. On ground courses and online maximum class size is typically less than 75 students. The following programs have the student to faculty requirements:

- Nursing Bachelor (Bangor) and Associate degree programs (Bangor and Wilton (Satellite Location)) and Diploma Practical Nursing (Bangor): The student/instructor ratio is 20:1 for most core nursing classes. The student/instructor ratio is 10:1 for most classroom with laboratory lessons. The student to instructor ratio for off-site clinical sites is 8:1.
- Welding diploma program (Bangor): The student/instructor ratio for classroom with laboratory lessons is 15:1.

Copyright Policy

It is the policy of Beal University to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Beal University.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Unless the doctrine of fair use would clearly apply to the situation, Beal University recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don’t copy the work.

Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Students may be scheduled for an online or on-ground course delivery. Days and times of may vary by program and may change from module to module.

Students are registered for courses by the Registrar’s office.

Degrees and Diplomas

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Prior to clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Electronic Communications Policy

Purpose:

The purpose of this policy is to establish the appropriate use of all electronic broadcasting tools, as well as media that will be provided to Beal University. This policy applies to all Users of the systems including but not limited to; students, faculty, staff, and administration.

This policy applies to all Beal University communication systems utilized, such as (but not limited to):

- Any or all messaging,
- Collaboration
- Publishing
- Broadcast or distribution system that depends on electronic communication resources to: create, send, forward, reply, transmit, distribute, broadcast, store, hold, copy, download, display, view and read.
- Print electronic documents for purposes of communication across an electronic network systems between individuals and/or group(s), which is either explicitly established as a system for electronic communications or is inherently used for such purposes.

Policy

Beal University Users are anticipated to use exceptional discernment when using the communication systems. The electronic communications that are either sent or received by Beal University-owned communication systems are the property of Beal University and will be subject to the Terms of Use. It is required that any and all communications uphold the Family Educational Rights and Privacy Act FERPA.
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Terms for all Use

It is recommended that Beal University Users access and review their email daily and respond within 24 hours (excluding weekends) to stay current with Beal University related communications. It is advised that all Beal University users must be made aware that certain communications could perhaps be time-sensitive.

Beal University Users are obligated to take the necessary precautions when:

- Replying to/clicking on/following links in emails/messages that seem out of the ordinary
- From an unrecognizable address
- Include strange and inconsistent verbiage
- Asking for personal information
- Seeking any financial benefit

If an email appears to be from a known address, however, the contents are questionable, Users are asked not to engage or respond to the email. In the event, a User believes their Beal University account has been compromised they must notify Beal University's Information Technology Administrator immediately at 207-307-3900.

Please be aware: Phishing is a type of attack, attempted by an individual and/or group to steal personal information, credit card numbers, Social Security Numbers and other sensitive data from unaware users. Phishing emails are designed to resemble as if they have been sent from an authorized organization or a recognized individual. Their intent is to entice users to click on a link that will take the user to a fraudulent website that appears legitimate. The fraudulent website may then ask to provide personal information, such as account usernames and passwords, which can further expose them to future compromises.

Student Specific Use

The electronic communication systems are contracted for academic use only. Beal University email accounts may not be used to create or entrust unsolicited bulk messages (known as 'spam'), with content that is specifically intended for commercial gain, and/or the content within the message(s) violates applicable state or federal laws.

Beal University students are solely held responsible for all content created and/or transmitted while using the Beal University communication systems.

Beal University is to not be held responsible for the content received by the student, that which is from another person or entity, and additionally is not to be held liable for any:

- Physical
- Emotional
- Monetary or mechanical damage rising from the use of the system

The student's email and system accounts are Beal University-owned and will remain active for 12 months after the last date of attendance. Students may request that their account remain active for an additional 6 months, by contacting ithelp@beal.edu. The University has sole discretion for early inactivation of the student's email and system accounts.

Employee-Specific Use

Beal University's electronic communication systems are intended only for business function and, as such, the employee email accounts or other electronic communication systems accounts may not be used to create or entrust unsolicited bulk messages (known as 'spam'), with content that is specifically intended for commercial gain, and/or the content within the message(s) violates applicable state or federal laws.

Beal University employees are solely held responsible for all content created and/or transmitted while using the Beal University communication systems.

Beal University is to not be held responsible for the content received by the student, that which is from another person or entity, and additionally is not to be held liable for any:

- Physical
- Emotional
- Monetary or mechanical damage rising from the use of the system

In the unfortunate event of termination from Beal University, the employee's email and all other accounts will be immediately terminated unless the employee is a currently registered as a Beal University student.

In the event of an employee with an email account and system accounts enrolls as a student at Beal University, the accounts in use by that employee will remain subject to this policy.

Employee email and all accounts are Beal University-owned and are subject to inactivation at the University's sole discretion.

Clinicals

For programs requiring clinicals, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the clinical facility. During the clinical, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the clinical facility, she/he will be required to return to the University for remedial assistance and/or serve additional clinical hours..

Some clinicals require students to have an interview prior to being accepted to the site, criminal background checks, immunizations, and/or a health clearance. Check with the Program Director and/or Career Services and the clinical site to obtain a list of required immunizations. All costs for background checks, immunizations, and a health clearance are the responsibility of the student. For students who are pregnant at the time of clinical, the clinical site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable clinical site, the student will be withdrawn from the University and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

In order to be eligible for clinical, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the University. Prior to clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the University will be involuntary withdrawn from the University until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the University through the re-entry process. (See Re-Entry section of the catalog for more information).

All students enrolled in a health program with a clinical component in a healthcare setting may be required to complete the following prior to beginning their clinical experience:

- Current CPR certification that is valid for the length of all clinical components
- Complete immunization record which may include titers
- Flu Shot (depending on season)
- Physical requirements from a physician or nurse practitioner
- TB test
- Hepatitis Series
- Any other requirements of clinical placement

Students in clinicals may be removed from the clinical site for various reasons. The University expects students to conduct themselves in a professional manner at all times while performing duties at the clinical site. This includes arriving on time, performing all duties to the best of their ability, and conducting themselves in a professional manner. At times, students may be removed from a clinical site due to a lack of following the guidance or direction of the clinical facility. In the event a student is removed, the University will evaluate the circumstances surrounding the removal and opt to either place the student at another clinical facility or dismiss the student from the program. If the student is placed at a second clinical facility and is removed again from the site, it will become the student's responsibility to secure a third and final clinical site. Each removal from a clinical site, unless otherwise approved by the Dean, will be treated as an attempt of the clinical course and recorded appropriately on the student's transcript.

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module. Students who wish to dispute a grade must complete the process within the first two weeks of the end of the module (see Change of Grade). All grades are considered final thirty (30) days after the end of the module.

Grading Scale*

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	95.0-100		4.00	Y	Y	Y	Y
A-	90.0-94.9		3.67	Y	Y	Y	Y
B+	87.0-89.9		3.33	Y	Y	Y	Y
B	84.0-86.9		3.00	Y	Y	Y	Y
B-	80.0-83.9		2.67	Y	Y	Y	Y
C+	77.0-79.9		2.33	Y	Y	Y	Y
C	74.0-76.9		2.00	Y	Y	Y	Y
C-	70.0-73.9		1.67	Y	Y	Y	Y
D+	67.0-69.9		1.33	Y	Y	Y	Y
D	64.0-66.9		1.00	Y	Y	Y	Y
D-	60.0-63.9	Minimum Passing Score*	0.67	Y	Y	Y	Y
F	Below 60	Fail	0.0	Y	Y	Y	Y
AU	N/A	Audit	0.0	N	N	N	N
IC	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
P	N/A	Pass	0.0	Y	Y	N	Y
PR	N/A	Proficiency	0.0	Y	Y	N	Y
R	N/A	Repeat	0.0	Y	Y	N	Y
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
WF	N/A	Withdrawal Fail	0.0	Y	Y	Y	Y
WP	N/A	Withdrawal Pass	0.0	Y	Y	N	Y

*School of Nursing's grading scale is available in the program-specific student handbook.
A minimum passing score of 60% is required to pass all courses, with the exception of the following programs/courses:

Nursing programs

- All nursing courses (PN, ADN, BSN) must earn a 77% (C+) for each course listed in the "Core Requirements";
- A 77% (C+) for ZO115 & ZO116; and
- A 74% (C) in the "General Education Requirements".

A minimum passing score of 60% is required to pass all courses, with the exception of the following programs/courses:

Students enrolled in programs that contain any of these courses:

- HI103, HI205, HI217, HI219, MO212, MO223, MO224, MO281, ZO101, ZO115, ZO116, and ZO211 must earn a 77% (C+) for each course taken.
- MO203 must earn a 74% (C).

Students enrolled in these programs must have passing grade of 74% (C) for all courses in the program's curriculum:

- All master's degree programs
- Master of Business Administration program
  - Must earn an 84% (B) or higher in the BA690 course.

Students enrolled in these programs must have passing grade of 70% (C-) for all courses in the program's curriculum:

- Bachelor of Science in Health Information Management; and
- Associate of Applied Science in Health Information Technology.

In addition, refer to specific program graduation requirements.

A Credit is considered attempted but not earned if the student is enrolled beyond the add/drop period and receives a grade of F or a W, WP, WF, IC, or R. Transfer and proficiency Credits applied to a student's program are considered both attempted and earned.

If a student officially withdraws prior to the mid-point of the MOD, a grade of W (Withdrawal) will be entered onto the student's academic record.

If a student officially withdraws after the mid-point of the MOD), a grade of either WP (Withdrawal Pass) or WF (Withdrawal Fail) will be entered onto the student's academic record, depending upon the student's academic performance up to the time of withdrawal.

If a student stops attending without official notification incurring an unofficial withdrawal, a grade of F will be entered onto the student's academic record regardless of when the withdrawal occurred.

A grade of WF carries grade points and is included in the calculation of both the grade point average and the pace of completion. Grades of W, WP, TC, PR, and IC carry no points and are not calculated in the cumulative grade point average. They are, however, counted as attempted and/or earned in the calculation of pace of completion.

Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an incomplete grade, "IC," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition their instructor, in writing, to receive an Incomplete in the course with the approval of the instructor and the Academic Department (or Program Director).

Students who are granted an incomplete will receive a grade of "IC". Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the incomplete will be changed to a letter grade. If a student would like to challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog..

Failure

Any course in a program of study that is failed must be repeated and passed (See Repeating a Course). When a student fails a course, the student receives a "change in schedule" email from the Registrar which lets the student know their schedule has been changed due to a failure and a note stating this change may affect their estimated graduation date.

Students in the nursing programs (Diploma, AAS and BS):

- Are not permitted to fail the same nursing core course more than once. Two (2) failures of the same core nursing course will result in dismissal from the enrolled program.
- Students who are dismissed from one nursing program may not apply to another nursing program. However, a student dismissed from a nursing program can request a change of major to any non-nursing program.
- Are not permitted to repeat more than two (2) separate nursing courses (any course with a NU or PN prefix). Three (3) failures of a nursing course (any course with a NU or PN prefix), regardless if the course was subsequently passed, will result in dismissal from the enrolled program.

Students who are dismissed from nursing must wait a year and appeal to re-enter the enrolled program for which a student was previously dismissed.

Withdrawal / Course Drop
A course is assigned a withdrawal grade of "W" when a student officially withdraws or is withdrawn by the University. A course withdrawal prior to the mid-point of the MOD is not included in the calculation of a grade point average, however, it does negatively impact the rate of progress by increasing the number of credit hours attempted. When a student withdraws from a course, the student receives a "change in schedule" email from the Registrar which lets the student know their schedule has been changed due to a failure and a note stating this change may affect their estimated graduation date.

Transfer Credit
When a student receives advanced academic standing a grade of "TC" is assigned for the course. Advanced academic standing counts toward meeting graduation requirements, however, these credits do not count toward satisfactory academic progress (see the Satisfactory Academic Progress section).

Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of Credit hours for each course. Add these quality points and divide by the total number of Credit hours.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete a degree audit
2. Complete all required courses in Certificate, Diploma, Associate, or Bachelor degree programs with a Cumulative Grade Point Average of at least 2.0;
    a. Students in the Diploma Practical Nursing, Associate Degree Nursing, RN-BSN (degree completion program), and the Bachelor of Science Degree Nursing must graduate with a 2.5 Cumulative Grade Point Average;
    b. Students in a Master's level program are required to have a 3.0 Cumulative Grade Point Average.
3. All accounts must be paid in full including tuition, textbooks and fees. All library books and other Beal University materials must be returned.

Academic Requirements
Graduating students must complete all program requirements by the deadline established by the University for their intended graduation period. To be eligible for graduation, students must be maintaining or have completed their program of study with the minimum cumulative grade point average required by their program and the University catalog. Students must also successfully complete all courses with the grade requirements established in the applicable catalog under which they are enrolled or to which they have been officially upgraded. Candidates for graduation may be required to complete graduation-related activities, documentation, or exit requirements as designated by the University. These requirements may be completed through the University's learning management system or another approved process.

Financial Requirements

Students are responsible for understanding and resolving their financial obligations to the University prior to graduation. All outstanding balances must be paid in full by the deadline established by the University. Students should contact the Student Accounts Office (studentaccounts@beal.edu) to verify their financial standing and confirm that all financial requirements have been satisfied. Students who will continue enrollment after the graduation period must ensure that all required financial aid documentation for the applicable award year is completed in accordance with University and federal financial aid timelines.

Students who have borrowed student loans while attending Beal University may be required to complete financial aid exit counseling prior to graduation. All outstanding library materials, equipment, or other University property must be returned before a degree or diploma is released or before a student may be considered for graduation-related honors or awards.

Academic Awards
Academic awards and recognition acknowledging student accomplishments may be presented at graduation. Eligibility for academic awards is determined according to the criteria established by the University and is based on the student's academic record as of the applicable review period.

Valedictorian and Salutatorian Awards
The Valedictorian and Salutatorian Awards may be awarded to the degree-seeking students with the highest cumulative grade point averages among eligible graduates. To qualify, students must have completed all requirements for their associate, bachelor's, or master's degree program by the University's established deadline for award consideration.

Honor Cords
Graduating students who meet the University's established cumulative grade point average threshold may be eligible to receive an academic honor cord. Eligibility is determined based on the student's cumulative grade point average as of the applicable review period. Graduating students who have served in the United States military may be eligible to receive a military recognition honor cord. Honor cords are distributed in accordance with University procedures and may be worn during Commencement.

Recognition in the Commencement Program
Students may be recognized in the Commencement Program based on cumulative grade point average, as determined by the University. Grade point averages are evaluated without rounding.

Academic recognition may include the following designations:

Recognition	Cumulative GPA
Summa Cum Laude	4.00
Magna Cum Laude	3.60–3.99
Cum Laude	3.40–3.59
Dean's List Recognition	3.00–4.00

Holidays and Weather Closures

Occasionally the University will close due to holidays, bad weather or other natural phenomena. If the University closes for more than one (1) day, classes will meet on an unscheduled day. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend. When the University closes unexpectedly, students should anticipate making up the time before the end of the module. Online courses will not be impacted by holidays and/or weather closures.

Homework

In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Independent Study

An Independent Study (IS) allows a student to complete a course which is not otherwise available to the student due to changes in program composition, scheduling requirements, or as result of such things as maternity, illness, disability, or accident. Independent Study is a structured process whereby students complete a course by meeting the established requirements of the course using a non-traditional method. A student and faculty member will need to sign and agree to the following for the independent study course:

1. No more than 10% of the student's program can be taken via Independent Study and is only offered in residential, Credit hour programs. Courses delivered online are not eligible for Independent Study.
2. Students with a CGPA below 2.0 or in Financial Aid Probation school status are not eligible for Independent Study.
3. A faculty member qualified to teach in the discipline of the Independent Study is identified to supervise the student by the Dean.
4. The student and supervising faculty complete the Independent Study Agreement; all In-Class, Lab, Quiz and Exam meeting dates and activity descriptions must be filled in on the Independent Study Course Plan for the student prior to signing of the agreement.
5. The student and supervising faculty sign the Independent Study Agreement.
6. The official Course Syllabus is affixed to the agreement.
7. The Independent Study Agreement is maintained in the student academic file.
8. The student periodically meets (at least weekly) with supervising instructor according to the Plan.
9. The student attends all laboratory sessions according to the Plan.
10. The student attends all proctored tests or quizzes according to the Plan.
11. The supervising faculty records the student's attendance and all graded events.
12. The student's attendance recorded at least weekly, and final grade are recorded in the Student Information System.
13. At the end of the module/term, for courses not supported by the Learning Management System, the student's quizzes, exams, laboratory, homework, and final grades, as documented on the Independent Study Course Plan, are provided to the Registrar for archiving in the student academic file.
14. Independent Study courses are not eligible for incomplete grades (i.e. extensions).

Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the University:

- academic dismissal (see Satisfactory Academic Progress and Academic Dishonesty)
- violation of the rules of conduct

The date of withdrawal will be determined by the Academic Department using academic records. Re-admission to the University following involuntary withdrawal will be at the discretion of the University. See the Re-entry section.

Leave of Absence

Any student who does not intend to enroll for an upcoming MOD but intends to return in a future MOD must complete a Leave of Absence Form prior to the start of the semester. Approved leaves of absence must be requested in writing. Forms to declare a leave of absence are available through the Financial Aid Office. On this form, the student must indicate the future return date and the reason for leave. Approved leaves of absence may not exceed 2 MODs in a 12-month period; those students whose leave of absence exceeds the 2 MOD time period or those students who do not resume studies as indicated will be considered withdrawn.

A student returning from a Leave of Absence must resume training at the same point in the academic program that he or she began the Leave of Absence. Please refer to the Withdrawal section or contact the Financial aid Office for further information.

Since some courses are offered at Beal University in a particular sequence or only one time per year, a leave of absence (approved or unapproved) may delay a student's expected graduation date.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of Credits you earn at Beal University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the Credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Beal University to determine if you're Credits, degree, diploma or certificate will transfer.

Online Courses

Beal University offers programs containing classes delivered in the online format. Beal University courses are not self-paced and must be completed as described in the course syllabus. Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. The expected learning outcomes are defined on the Academic Programs section of this catalog. The graduation requirements are outlined in the Grading System section of this catalog. The student services, including advising tutoring, available for online students are comprehensive and detailed in the Student Services section of this catalog. The Library and learning resources available for online students is outlined in the Library section of this catalog.

Delivery system

Beal University courses are delivered through the learning management system, Canvas. Canvas is a user-friendly cloud-based learning management system that provide students a personalized learning hub in a secure and organized space for easy access. Log in is available on the University website. https://beal.edu/current-students/

Online Student Identity Authentication and Privacy

The University Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the University in accord with established institutional privacy and confidentiality policies with access provided only to agents of the University who require immediate and necessary use of the information in order to fulfill the various academic activities of the University. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Beal University. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Quiz and Exam Participation Policy for Nursing Programs

Students are expected to participate in all scheduled quizzes and examinations, including synchronous assessments administered in person or remotely. Students who are unable to participate in a scheduled assessment due to an excused absence must notify their course instructor by email prior to the scheduled assessment. Failure to notify the instructor in advance will result in a grade of zero.

Students with a legitimate excuse supported by documentation will be given the opportunity to complete a make-up assessment. Assessments completed on the same day by 3:00 p.m. will not incur a grade deduction.

When an assessment cannot be completed on the same day, students may be permitted to complete the assessment within three (3) business days, provided the absence is documented and approval is obtained from both the course faculty and Program Director. Repeated occurrences may result in a 10% grade deduction at the Program Director's discretion.

An alternate format of the assessment may be administered. Students whose absences are not considered valid or excused will receive a grade of zero for the missed assessment.

Re-Entry

A student who has been voluntary or involuntary withdrawn for less than twelve (12) months and wishes to re-enter the University must contact the Student Services Office.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee will not be charged to the student.

Students re-entering into the Diploma in Practical Nursing and the Associate Degree in Nursing program, must complete all of the Admissions Requirements outlined in the University Catalog.

Repeating a Course

A student who has received a failing grade or a withdrawal in a course, must repeat the course to meet the requirements of the student's program.

When a course is repeated the higher grade will be counted for purposes of calculating the student's Cumulative Grade Point Average (CGPA) and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see Satisfactory Academic Progress and Grading System).

A course in which a student has received a "WF" or a non-passing grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the University and may appeal the dismissal after 1 year of being dismissed. A student may be charged for the repeat course. Financial Aid may not cover the subsequent attempt.

Satisfactory Academic Progress

In order to graduate, a student in the Diploma in Practical Nursing, Associate of Applied Science in Nursing, Bachelor of Science RN-BSN, or Bachelor of Science in Nursing must have a cumulative grade point average of 2.5; A student in a Master's degree program must have a cumulative grade point average of 3.0; and a student in any other Diploma, Associate, or Bachelor's degree program must have a cumulative grade point average of 2.0 to graduate. All students must complete all courses and requirements for graduation within 150% of the total number of Credit hours in the program of study. To help students meet these requirements the University checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: Cumulative Grade Point Average (CGPA) and Rate of Progress. Rate of Progress is the percentage of successfully completed Credit hours relative to attempted Credit hours. That is, number of completed Credit hours divided by attempted Credit hours times 100.

SAP is measured at evaluation points that occur every eight (8) weeks (i.e., every Mod). The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP. If a student does not receive Title IV Financial Aid in a term, the term does count toward the maximum time frame in the SAP calculation.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Diploma Programs (Except Diploma in Practical Nursing)	1st	Minimum of 1.0 and 50%
	2nd	Minimum of 1.5 and 60%
	3rd and thereafter	Minimum of 2.0 and 67%
Associate's / Bachelor's Degree Programs (Except AAS and BS Nursing)	1st	Minimum of 1.0 and 33.4%
	2nd	Minimum of 1.25 and 50%
	3rd	Minimum of 1.5 and 55%
	4th	Minimum of 1.75 and 60%
	5th and thereafter	Minimum of 2.0 and 67%

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Diploma in Practical Nursing, Associate's Degree in Nursing, and Bachelor's Degree in Nursing	1st	Minimum of 2.0 and 50%
	2nd and thereafter	Minimum of 2.5 and 60%
Master's	1st	Minimum of 2.0 and 50%
	2nd	Minimum of 2.5 and 60%
	3rd and thereafter	Minimum of 3.0 and 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Director or the Academic Department (see the Academic Advising section).

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SAP, the student is placed on academic probation. If the student receives financial aid, the student may be placed on financial aid probation, also. Students on academic probation/financial aid probation will be notified via the student portal. **Students placed on financial aid probation must appeal in order to continue receiving financial aid**. (See the Appealing Financial Aid Probation section of the catalog for details).

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the University. A dismissed student is notified via the student portal and contacted by the Academic Department.

Regardless of the outcome of an appeal, if a VA student does not make SAP, benefits will no longer be certified, until such a time that the reason for unsatisfactory progress is resolved.

A dismissed student may appeal the dismissal. (See the Appealing Academic Dismissal section of the catalog for details). If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to the University if denied more than once. If a student's appeal is approved, the student is placed on academic probation and may be eligible for financial aid with an academic plan until the next evaluation point.

Satisfactory Academic Progress and Course Withdrawals and Failures
When a student withdraws, the course is assigned a "W" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of Credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Transfer Credit and Satisfactory Academic Progress
When a student receives transfer Credit (advanced academic standing), the transferred Credit hours do not carry grade points and therefore do not impact the student's cumulative grade point average. The total number of allowable Credit hours attempted, however, decreases by the number of Credit hours transferred to the University. For example, if a student transfers 15 Credit hours into a program with 55 Credit hours, the number of allowable Credit hours attempted will equal 55 – 15 = 40, and 1.5 times 40 = 60 Credits hours attempted allowed.

Appealing Financial Aid Probation
To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include: Death of a family member, An illness or injury suffered by the student, Documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Academic Department or a Program Director. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. During the time the appeal is being considered and the student continues to attend class, the student will continue to incur tuition charges. If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point. At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the University.

Appealing Academic Dismissal
A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include: Death of a family member, An illness or injury suffered by the student, Documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. The student should submit the appeal letter to the Academic Department or a Program Director. The Academic Department will notify the student regarding the outcome of the appeal within 14 business days.

A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days will be involuntarily withdrawn from the University. When academically dismissed, a student who wishes to return to the University must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to the University. The Academic Department will inform the student of the appeal approval and will direct the student in the readmission process.

Changing Programs
If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of Credits attempted and in calculating GPA.

Additional Program/Credentials
If a graduate of the University enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the Credits attempted in calculating the Rate of Progress.

Academic Advising
Students not making satisfactory academic progress must meet with the Academic Department or a Program Director for academic advising, within seven (7) days of the SAP notification, to develop an academic improvement plan.

Further, weekly meetings must occur with the students and academic department during the SAP period. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Academic Department or their Program Director to determine progress toward completing the plan.

Textbooks

Textbook titles, ISBN numbers, and other pertinent information are posted on the Beal University website prior to the start of each module.

Transcripts

Transcript requests are completed through Parchment. Beal University, through the Parchment system, will provide a transcript of the student's academic record upon completion of the Parchment process. An official copy will be sent to the appropriate person and/or institution as requested during the transcript request process in Parchment. The University archives academic transcripts indefinitely. Transcript requests can be initiated at https://beal.edu/transcript-request

Voluntary Withdrawal

Students may voluntarily withdraw from the University by providing official notification either orally or in writing of their intent to withdraw to Student Services. Re-admission to the University following voluntary withdrawal will be at the discretion of the University. See the Re-entry section.

Student Services

Career Services

The Career Services Department and Academic Department (Program Directors and Clinicals) work closely together to develop a network of employers which will utilize current students, on-campus and online, and graduates program outcomes.

The Career Services Department aids student and graduate placement by educating the community of program outcomes; actively seeking open employment needs through business to business (B2B) marketing (in person and on the telephone), website searches, and through professional networking associations. Once a student/graduate opportunity is found, the Career Services department verifies skills use, gathers information from the employer regarding the position, company culture, and other necessary work success components, and then begins the process of selecting qualified graduates to speak with and matriculate through the interview and hiring processes.

Career Services works hand-in-hand with students during the last months of their program to ensure students are presented with information about gaining and keeping a job. Career Services assists students throughout their studies with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews, follows up with both employer and graduate regarding the interview and potential hire, and provides ongoing job notices/opportunities.

Prior to a student's graduation, Career Services schedules an Exit Interview to discuss student needs and to verify the student is prepared for their job search. This process may include coaching and/or distributing information and scheduling follow up appointments in the areas of:

1. Resume preparation.
2. Job search techniques, including how to navigate popular websites and how to network in the community.
3. Completing online applications.
4. Mock interviewing / interview tips / interview follow-up.
5. Arranging a plan of contact in order to maintain a working relationship with Career Services after graduation for continued assistance in securing work in his/her field of study.

Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the University in order to evaluate and improve on our programs and services.

There is no guarantee of employment or of a minimum starting salary. No one is authorized by the school to make such guarantees.

Library and Center for Teaching and Learning

The Beal University Library and learning resources system is a traditional and virtual library. The traditional library provides access to physical resources such as books, access to magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, and an extensive collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up. Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials are for library use only.

The University's Center of Teaching and Learning led by the distance education administrator, and staff, support students in utilizing the learning resource system, Canvas, effectively and efficiently. CTL provides support for students who have questions about coursework, educational technology, study skills, and has the ability to generate additional training in Canvas as needed. The University provides support processes that contribute to student success and are integrated with all aspects of the educational experience, and consistently reinforced throughout the tenure of the student.

Library Circulation Policy

Library patrons must possess a current Beal University ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current Beal University ID. Borrowing privileges are suspended once a patron has kept library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The Librarian will determine when an item is damaged beyond repair and must be replaced.

In order for students to register for courses, to use placement assistance services, to receive Beal University transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Policy on Accommodation for Disabled Individuals

Beal University's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The University provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor. If any problems arise, please contact the ADA Coordinator at ADA@beal.edu.

How Reasonable Accommodations Are Decided Upon

When deciding whether a requested accommodation is reasonable, Beal's Compliance Officer will rely upon the following elements:

1. The appropriate documentation of the disability by a qualified professional and any recommendations made by the diagnosing professional;
2. A student's request for a given accommodation;
3. Barriers that might result from the documented disability in the campus environment;
4. Accommodations that might remove such barriers;
5. Whether a student may obtain access to the course, program, service, activity or facility without a given accommodation (that is, whether the student is otherwise qualified for participation in the course or program);
6. The relative cost and burden of providing the accommodation given the size and resources of the school;
7. Whether or not essential elements of the course, program, service, activity or facility are compromised by the requested accommodation; and
8. Whether if, even after the accommodation is given, a student can perform the essential functions of the educational program.

Academic adjustments are based upon an individualized assessment of the student's needs. Ideally, initial accommodation requests should be made prior to the start of class so that the student has the necessary resources in place prior to attending class. All requests should be made in writing to the ADA Coordinator and the Compliance Officer, who will coordinate the school's effort to provide assistance to students with diagnosed disabilities that substantially limit a major life activity.

Once the student has provided appropriate documentation from a professional qualified to diagnose his or her disability, submitted a written request for an accommodation to the ADA Coordinator and the Compliance Officer, and met with the ADA Coordinator to discuss the accommodation services request, the ADA Coordinator will send all documentation to the Compliance Officer for review. Ultimately, Beal's Compliance Officer, is responsible for determining whether a given request may interfere substantively with the requirements of a course. If the Compliance Officer so determines, the student will be informed in writing within 14 days of the original request for accommodations and invited to appeal any negative decision on accommodations resulting therefrom. The student denied accommodations has the option to write a letter appealing the decision, including providing additional relevant information, to Beal's Appeals Committee within 14 calendar days of the denial of services. Beal's Appeals Committee will respond in writing to the appeal within 14 calendar days.

ADA and Section 504 of the Rehabilitation Act Grievance Procedure
As stated in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified students with disabilities have the right to request accommodations and to receive fair treatment within the educational system. Beal is dedicated to resolving conflicts and disagreements regarding requests for reasonable accommodations. Please note all other complaints not based on request for accommodations or academic adjustments due to a disability are processed pursuant to the University's general Grievance and Appeals policy set forth in this handbook.

If you feel that you have been subjected to unfair or improper treatment with respect to a request for a reasonable accommodation due to a disability or have been discriminated against due to a disability you may contact the Compliance Officer. The process and timeline for filing a grievance are as follows:

1. Students shall express their concern initially with the appropriate faculty/staff member involved in the conflict in an informal manner. The Compliance Officer should be contacted at the same time by the student to clarify rights and procedures for both parties.

   The Compliance Officer will keep detailed notes as to the date each step of the accommodations or disability grievance process has occurred in order to ensure that the student's request has been fairly addressed. The grievance process will be fully documented including notes recorded of pertinent discussions.

   The Compliance Officer will further retain all requests for accommodation and complaints of discrimination, supporting documentation, including the date(s) of the request(s) for academic adjustments or services, the nature of each request, the final determinations and the reason(s) for any denials in the student's file.

2. If the complaint is unresolved after the informal discussion, the student may file a formal, written statement of the problem with the Compliance Officer. The written complaint to the Compliance Officer must clearly state the basis for the complaint (i.e., the who, what, where, when, and why), and must:
   - Clearly state the nature and basis of the grievance;
   - Be signed and dated;
   - Provide the name(s) of the person(s) alleged to have engaged in unfair or improper treatment due to a disability;
   - Document specifics of the incident(s) in question; and
   - Identify any known witness(es) who have knowledge of the allegations.

   Note: In cases of alleged illegal discrimination based on race, sex, or handicap, the Compliance Officer will contact Beal's Chief Operating Officer and Title IX Coordinator prior to advising the student about course of action.

3. The Compliance Officer, in consultation with Beal's Chief Operating Officer, will conduct an investigation. Beal's Compliance Officer will respond in writing to the student within 14 days of the filing date of the complaint. As appropriate, Beal may designate different persons to review cases or may consolidate

complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. Written notification will be provided to the student in such a case.

4. If the student feels that the decision is arbitrary and capricious, or if they have new evidence to present, the student may appeal in writing to Beal's Chief Operating Officer within 14 days of the decision. If no appeal is made in writing to Beal's Chief Operating Officer within 14 days of the decision, then the decision shall be final. Upon appeal to Beal's Compliance Officer, the following must be done:
    - A copy of the appeal must be submitted to Beal's Chief Operating Officer; and
    - Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 14 days of the date of the appeal.

5. At any state of the grievance procedure, if it was determined that law and/or University policy was violated, a remedy to the problem will be offered. If it was determined that there was no violation, the complainant will be notified within 14 days and other options for possible resolution of the complaint will be explained, including the right of the student to contact the Office of Civil Rights, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100. The office can also be reached at 800-421-3481 or at ocr@ed.gov.

Student Services

Beal University is committed to the academic and personal support of all of our students, on-campus and online. Student services work collaboratively with other departments by offering answers to student's questions about their degree programs, aid students in understanding policies and processes, making financial decisions as it relates to attending classes, and work to promote high quality interactions between students and faculty. In addition, Beal University Student Services department can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Student Services Office immediately to learn of any resource the University has available. Student Services (https://beal.edu/student-services/) can be contacted at ss@beal.edu or 207-307-3900.

Student Advising

The University has comprehensive academic advising available for students, on-campus and online, to enhance the quality of the education at the University. Program directors are available for academic advisement, clarification of degree requirements, registration and academic program assistance as well as course content support. Students may experience educational, personal, or financial problems during their enrollment. The University welcomes the opportunity to assist students in providing individual meetings and tutoring to support the students achievement of learning outcomes. Students experiencing concerns in these areas are advised to contact their instructor and program director. Refer to your course syllabi for contact information of the faculty. Students requiring other types of assistance beyond academically related will be advised to contact the Student Services Office at ss@beal.edu or 207-307-3900.

Student Code of Conduct

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while attending the University or clinical:

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of University documents.
2. Theft or destruction of University or the private property of individuals associated with the University.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.

7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Students using sponsored Beal University social media sites, such as pages in Facebook and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with Beal and/or use their Beal University email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While Beal University does not typically provide editorial review of the content of social media sites used by its students, Beal University does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the University. All disciplinary matters will come before Administration, which will review the complaint, interview the person(s) involved (if deemed necessary) and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Beal University to future employers. Beal University reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students, and/ or the University.

Illegal Drugs and Alcohol

Beal University has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities. For further information please review Beal University's Drug and Alcohol Abuse Prevention Policy and Procedures on our Consumer Information webpage.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the "yellow pages" of the local phone book under "Alcohol and Drug Abuse."

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest. Exceptions are made for on duty officers in uniform.

Campus Dress Code

Beal University does not have a formal dress code. However, Beal is a university whose purpose is to train business professionals and part of business professionalism is looking presentable. Students are encouraged to wear attire that will be acceptable in a professional, business and/or academic environment. The wearing of attire that may be offensive to another individual or cause embarrassment is unacceptable and will be handled appropriately.

Academic Council

The Academic Council oversees the development and design of the academic planning process and oversight of the University's academic committees. Areas addressed by the Academic Council include, but are not limited to the following:

- Cheating and plagiarism offenses
- Course substitutions
- Credit transfer approval (when necessary)
- Exception to change of program policy
- Prerequisite waiver requests
- Review of recommendations by the Curriculum Review Committee, a subcommittee related to academic programmatic standards, programmatic changes, and new program submissions
- There are various forms, as explained in other sections of this manual, which must be submitted to the Business Office if an instructor needs to bring these matters to the attention of the Academic Council.

Curriculum Review Committee

The Curriculum Review Committee (CRC), a subcommittee of the Academic Council ensures that academic programs remain relevant, rigorous, and aligned with current educational standards and industry demands. The CRC evaluates the content, structure, and delivery of current courses and programs, as well as new courses and programs, recommending updates to reflect advancements in knowledge, teaching methods, and technology. The CRC also addresses feedback from students, faculty, and external stakeholders, ensuring the curriculum meets the needs of a diverse student body and prepares graduates for successful careers. The CRC approves new program curriculum prior to inception of programmatic development.

Appeals Committee

The Appeals Committee plays a key role in ensuring fairness for students. The Appeals Committee responds to academic appeals from students, such as academic probation disputes, grade disputes, and revocation of suspension. The committee typically makes the final determination on whether an appeal is approved or denied. The Appeals Committee considers requests for exceptions to program policies, and when necessary will seek the advice of the Academic Council. The Appeals Committee ensures decisions are made fairly, respecting the students' rights, and circumstances. Areas addressed by the Appeals Committee include, but are not limited to the following:

- Academic probation resolution
- Appeals for academic action taken
- Exceptions to change of program policy, as relating to student appeals
- Suspension reinstatement requests

Student Complaints, Grievances, and Appeals

Student Complaints and Grievances Policy

A grievance is a complaint by a student involving the interpretation, application, or alleged violation of the University's policies and procedures. A grievance procedure is used for issues other than student conduct code or Title IX policy violations. Please refer to the Conduct Code and Title IX Policy for those concerns. All grievances must be filed within 10 days of the incident.

If a student has an issue that is classroom related, they must first go to their instructor. If the instructor cannot resolve the issue, the student must contact the Program Director. If the issue cannot be resolved by the Program Director, the student must contact the program Dean. Issues that cannot be resolved by the Dean will be brought to the Senior Vice President of Academic Affairs.

This policy and procedure are internal to Beal. If, after using the university procedure, a student does not feel that the University has adequately addressed a complaint or concern, the student may consider contacting external agencies:

SARA State Student Complaint Process

Beal University is a member of NC-SARA, the National Council for State Authorization Reciprocity Agreements. NC-SARA oversees reciprocity agreements which facilitate Beal student's participation in distance education.

SARA consumer protection provisions require colleges and universities to investigate and resolve allegations of dishonest or fraudulent activity by a provider, including the provision of false or misleading information. Examples of types of student complaints that may be brought to a SARA portal entity include, but are not limited to, complaints regarding the accuracy of job placement data, tuition or fee information, accreditation, whether a program meets professional licensing requirements, or course transfer information. Grade appeals and student conduct appeals are not allowed under SARA.

After following Beal University's complaint policies, students participating in a distance education experience may seek further action through the following Maine Department of Education process:

State of Maine Complaint Form. This form should be used by any current student or former student enrolled in a distance education degree program or participating in an on-site experience outside the State of Maine (internships, practicums, field experiences, and clinical experiences), who seek to file a complaint against a degree-granting institution approved to operate under the State Authorization Reciprocity Agreement (SARA).

1. Students should exhaust the formal complaint process of the host institution.
2. Students should file a complaint through SARA that includes documentation that the student has exhausted the formal complaint process at the host post-secondary institution.
3. The Maine DOE reviews the complaint and supporting documents. The Maine DOE may request further documentation from the participating SARA institution mentioned in the complaint.
4. Maine DOE determines if the resolution of the host institution is acceptable. If so, the complaint process is concluded and the previous resolution is sustained. If the previous resolution is found not acceptable by the Maine DOE, then the complaint will be further investigated until resolved.
5. Students receive a final disposition letter from the Maine DOE.

Accrediting Commission of Career Schools and Colleges Complaint Process
In addition, schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org. complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx. You may also obtain by contacting the Chief Operating Officer.

Maine State Board of Nursing
Nursing students enrolled in the PN, ADN or BSN only may file a complaint with: Maine State Board of Nursing 161 Capitol St. 158 State House Station Augusta, Maine, 04333-0158 Phone: (207) 287-1133. https://www.maine.gov/boardofnursing/.

Other Agencies
Some of the agencies that provide funding for students may have separate Grievance procedures. Students receiving Veterans Benefits or Military Personnel Benefits may visit https://www.benefits.va.gov/GIBILL/Feedback.asp.

Other interested individuals or agencies with a concern or grievance should contact Beal University administration with any questions or concerns.

Complaint Resolution and Appeal Process

This process applies to all grievances and appeals which are not based on request for accommodations or academic adjustments due to a disability which are processed pursuant to the ADA and Section 501 of the Rehabilitation Act Grievance Procedure set forth in the Accommodations Services Handbook.

Occasionally, a problem may arise between a student and another party, or with some aspect of the University. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: If academically related, communicate with the appropriate instructor, and Program Director. Faculty member will meet with the student to discuss the issue. If complaint is non-academic related, communicate with Student Services department. The student can also fill out an "Incident Report" which can be obtained online at https://beal.edu/incident/. If student feels the issue remains unresolved proceed to Step 2.

Step 2: Communicate with the Program Dean. The Program Dean will meet with the student to discuss the issue. The Program Dean may also meet with the other party(ies) to attempt to resolve the issue. Program Dean will communicate the University's final decision.

Step 3: If student wishes to appeal decision, the student must complete an Appeal Form. The form can be obtained from the Student Services department. The student must submit the complaint form to the Appeals Committee as required on the form.

Step 4: If the appeal is grade related, the student has ten (10) calendar days from the end of the MOD for which the grade was earned, to submit the appeal form.

Step 5: The Registrar will communicate with the complainant the date the Appeals Committee will meet.

The following steps must be followed:

a. The complainant must complete an Appeal Form in its entirety.
b. The complainant must submit a detailed appeal letter through one of two methods:
    i. Via upload in the Appeal Form. (word, pdf, image accepted)
    ii. Via email to registrar@beal.edu (word, pdf, image accepted)
c. All documentation must be received with the completed Appeal Form.

Step 6: The Appeals Committee will review the appeal and supporting documentation. If the Appeals Committee deems necessary, the complainant will be requested to attend the meeting. The Appeals Committee has the responsibility for communicating the final decision, within ten (10) calendar days, to the student with consideration of the best interests of the student and University.

Step 7: The Registrar will communicate, in writing, to the complainant the Appeals Committee's final decision.

Other interested individuals or agencies with a concern or grievance should contact Beal University administration with any questions or concerns.

Title IX Coordinator and Policy

Title IX Coordinator
The following individual serves as the Title IX Coordinator and has the primary responsibility for coordinating the University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex-based harassment, discrimination, and retaliation. Questions about this Policy, Complaints, or notice of alleged violations can be made by contacting the Title IX Coordinator.

Title IX Coordinator	Phone	Email	Address
Robin Tardiff	207-307-3900	titleix@beal.edu	99 Farm Road, Bangor, ME 04401

In addition, the University has designated the Chief Operating Officer as a person with authority to address and correct sex-based harassment, discrimination, and retaliation.

Chief Operating Officer	Phone	Email	Address
Steve Villett	207-307-3900	titleix@beal.edu	99 Farm Road, Bangor, ME 04401

In addition to the foregoing individuals, the University has directed all of its employees to report any knowledge they have of Sexual Harassment, Discrimination, and Retaliation to their Title IX Coordinator.

All members of the Title IX Team shall receive Title IX training on the investigation and grievance process, how to serve as an impartial member, the meaning and application of the term "relevant" in relation to questions and evidence, the information resolution process, and the specific responsibilities of their positions.

You may also contact the U.S. Department of Education's Office for Civil Rights, the federal agency responsible for overseeing Title IX.

Office for Civil Rights U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Customer Service Hotline: (800) 421-3481 Facsimile: (202) 453-6012 TTY#: (800) 877-8339 Email: OCR@ed.gov www.ed.gov/ocr	State of Maine is part of the Boston Regional Office Office for Civil Rights U.S. Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-3921 Telephone: (617) 289-0111 Facsimile: (617) 289-0150 Email: OCR.Boston@ed.gov

DEFINITIONS
Advisor means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

Complainant means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, discrimination, or retaliation.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Covered Program means an education program or activity over which the University exercised substantial control over both the Respondent and the context in which the sexual harassment occurred.

Dating Violence is defined as 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 the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Final Determination means a decision by [the preponderance of the evidence] that the alleged conduct did or did not occur and whether it did or did not violate this Policy.

Formal Complaint means a document signed by the Complainant or signed by the Title IX Coordinator alleging Sexual Harassment, discrimination, or retaliation in violation of Title IX.
Investigator is the person(s) charged by the University with gathering evidence and preparing an investigative report.

Parties means the Complainant and Respondent.

Respondent means the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment, discrimination, or retaliation.

Retaliation means taking a materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any person because that person made a complaint, participated, or refused to participate in any part of the process associated with this Policy.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Sexual Harassment is broadly defined to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: (1) Any instance of *quid pro quo* harassment by a University employee; (2) any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and (3) any instance of sexual assault, dating violence, domestic violence, or stalking.

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after filing of a formal complaint or where no formal complaint has been filed.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Filing a Complaint
Anyone can report a violation of this Policy. You may report alleged violations of this Policy in the following ways:

1. Submit a Formal Complaint to the appropriate Title IX Coordinator. You may submit a Formal Complaint in person during business hours or at any time by using the email or mailing addressed listed for the Title IX Coordinator.
2. Submit an informal complaint in person during business hours or at any time by using the telephone numbers, email addresses, or mailing address listed for the Title IX Coordinator or the Chief Operating Officer.

Formal Complaint Resolution/Grievance Process

The University is committed to equitably and promptly responding to reports of Sexual Harassment. Once a Formal Complaint is submitted, the University will proceed through the following steps:

1. Supportive Measures will be offered to the Complainant and the Respondent;
2. The Title IX Coordinator will provide notice of the Formal Complaint, including the allegations contained therein, to the Respondent;
3. The Respondent will be presumed to be not responsible for the alleged conduct until a determination d. regarding responsibility is made at the conclusion of the grievance process;
4. The Title IX Coordinator will determine if removing the Respondent on an emergency basis is warranted; and if such action is taken, the Respondent will be given the opportunity to meet with the Title IX Coordinator to offer reasons for why the Respondent believes the action is not warranted;
5. Both the Complainant and the Respondent will be offered an Advisor by the University and informed of their right to choose their own Advisor;
6. The Title IX Coordinator will assign an Investigator to gather all relevant evidence (both inculpatory and exculpatory) and prepare a report detailing their investigative findings;
    a. The burden of gathering evidence and the burden of proof rests with the University, not with either the Complainant or the Respondent;
    b. Respondent will be given written notice setting forth the date and time of any interviews with the Investigator;
    c. The Complainant and Respondent have the right to be accompanied by an Advisor during interviews with Investigators;
    d. The Complainant, Respondent, and their Advisors, will be given a copy of the investigative report and given at least ten (10) days to review and respond;
    e. The Investigator may then amend their report to include the additional evidence;
    f. Investigations are conducted in an expeditious manner, usually within thirty (30) days; however, depending on a variety of factors (e.g., complexity of case, availability of witness, etc.), additional time may be required when good cause is shown.
7. The Title IX Coordinator will review the investigative report and any responses to the report provided by the Parties, and then make a determination as to whether evidence exists that Sexual Harassment occurred within the University's educational program or activity.
    a. If the Title IX Coordinator determines that there is evidence that Sexual Harassment occurred within the University's educational program or activity, the Formal Complaint will be scheduled for hearing; or
    b. The Title IX Coordinator will dismiss the Formal Complaint and provide the Complainant and Respondent a written explanation describing the reasons for the determination (*Note*: *Dismissal of a Title IX Formal Complaint does not mean that the responsible individual cannot be held responsible for conduct that violated any University policy or code of conduct*).
8. When a Formal Complaint is referred to hearing, the hearing process will proceed as follows:
    a. The Parties and their Advisors will be given at least ten (10) days' advance notice of the hearing date and time;
    b. The hearing notice will contain specific information about the hearing process, however, all hearings will allow for the following:
        (1) The presence of the Parties' Advisors;
        (2) The opportunity to present evidence, present witnesses, and to cross-examine the other party's witnesses;
        (3) An impartial adjudicator who will run the hearing and make written findings consistent with the evidence presented and applying the preponderance of the evidence standard; and
        (4) The impartial adjudicator will make a Final Determination that will, among other things, detail their conclusions, rationale, and summarize the evidence considered (including credibility determinations), and any disciplinary sanction or remedies the University will impose on the Respondent.
9. The Title IX Coordinator will be responsible for the effective implementation of any remedies contained in the Final Determination. The range of potential sanctions include, up to and including suspension or dismissal from school.
10. Any party may request an appeal of a Final Determination to the Chief Operating Officer within three (3) days following receipt of the Final Determination. The Final Determination will only be overturned if the appellant cites to a procedural irregularity that affected the outcome, new evidence that was not

available at the time of the hearing, or presents evidence that the Title IX Coordinator or adjudicator had a conflict of interest that affected the outcome.

Additional Provisions
A Complainant may withdraw their Complaint at any time and the University will respect such request unless the Title IX Coordinator determines that investigating the allegations is necessary for the maintenance of a safe and discrimination free educational environment and is otherwise reasonable in light of the circumstances.

The University recognizes that Sexual Harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this Policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant will be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Title IX and this Policy do not alter the University's commitment and obligations not to discriminate on the basis of sex imposed by Executive Order 11246, as amended; section 704 and 855 of the Public Health Service Act (42 U.S.C. 298b-2); Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e *et seq*.); the Equal Pay Act (29 U.S.C. 206 and 206(d)); any rights guaranteed by the United States Constitution, any other Act of Congress or Federal Regulation; any applicable State or local law or regulation; or any other University policy, rule, or regulation.

Supportive Measures:
Beal University will offer and coordinate supportive measures, as reasonably available and appropriate for the complainant and/or respondent involved in complaints regarding sex discrimination and/or sex-based harassment. Supportive measures are to help restore or preserve that person's access to the University's education program or activity or provide support during the University's Title IX grievance procedures or during the informal resolution process. Supportive measures may include: counseling, support groups, specialized training (if reasonably available,) mutual or non-mutual no-contact orders, changes in work schedules or work assignments that are not imposed for punitive reasons, retroactive withdrawals, extensions of deadlines, adjustments to transcripts, tuition reimbursements, campus escort services, or monitoring of certain areas on campus.

Disciplinary Sanctions and Remedies:
Following a determination that sex-based harassment occurred, Beal University may impose disciplinary sanctions, determined on case-by-case basis, which may include but are not limited to, additional training, a restriction on contact, warning, suspension, or termination/dismissal. Beal University may also provide remedies, determined on a case-by-case basis, which may include counseling, support groups, specialized training (if reasonably available,) mutual or non-mutual no-contact orders, changes in work schedules or work assignments that are not imposed for punitive reasons, retroactive withdrawals, extensions of deadlines, adjustments to transcripts, tuition reimbursements, campus escort services, or monitoring of certain areas on campus.

General Information

Administrative Hours of Operation

Beal University administrative office hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday.

Articulation Agreements

Beal University has entered into articulation agreements with other Universities and they are listed on the University's website.

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the University. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Beal University. It is disruptive to others and it may be hazardous for the children. Beal University is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Beal University does not permit students to bring children to the school.

Emergency Response and Evacuation Procedures

Beal University has established emergency response and evacuation procedures for each campus. Students are expected to become familiar with all fire and other emergency evacuation routes and procedures. Each on campus classroom posts the evacuation routes which are diagramed and include the locations of fire extinguishers. Emergency procedures are discussed during class orientation.

The University reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours or school events. Students are encouraged to immediately report any non-emergency incidents such as accidental needle sticks, animal bites, or other injuries sustained while at Beal University to a faculty/staff member. The faculty/staff member will complete an accident report. Proper first aid procedures will be followed. Beal University recommends that students see/talk to their healthcare provider about the non-emergency incident. The student is responsible for payment for any treatment rendered and all costs that may result from injury and/or illness.

Information is posted on the University's website at https://beal.edu/consumer-information/ click on Emergency Response Plan for your campus.

FERPA

Based on the Family Educational Rights and Privacy Act (FERPA), Beal University students may request to inspect their academic records by submitting a written request to the Academic Department. Beal University will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Academic Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, Beal University will release "directory information" on all students. Directory information includes student names, student statuses, professional certifications, Beal University awards for high school seniors, academic award and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Beal University will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Beal University may release student information without student consent to school officials. This includes Beal University officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The University is also authorized to

release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Beal University will release student information to protect the health and safety of students, staff and faculty.

Beal University's responses to student requests for academic record amendments may be appealed in accordance with the University's Grievances and Appeals Policy. Students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

Messages for Student

Beal University is neither staffed nor organized to deliver personal messages to students. Nonetheless, the University realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Beal University will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy and Notice of Nondiscrimination

Beal University is an equal opportunity institution. Beal University, (the "University") is committed to providing a working and educational environment free of unlawful harassment, sexual violence, discrimination, and retaliation. University policy prohibits harassment or discrimination based on race, religious creed, color, national origin, ancestry, parental or marital status, sex, military and veteran status, physical and mental disability, medical condition, age, sexual orientation, sex characteristics, gender, gender identity, gender expression, genetic information, volunteer or internship status, pregnancy or related conditions, or any other classification protected by the federal, state or local law. In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), Beal University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that operates, as required by Title IX and its regulations, including in admission and employment. Beal University adopts the Title IX Policy and procedures to ensure a prompt and equitable process for those involved in an allegation of sex-based discrimination or other prohibited conduct under Title IX.

The Title IX Policy applies to all persons involved in the operation of the University and prohibits sexual or other unlawful harassment or discrimination by any employee of the University, as well as students, customers, vendors or anyone who does business with, or is otherwise affiliated with, the University. It further extends to prohibit sexual or other unlawful harassment or discrimination by or against students of the University. Any employee, student, or contract worker who violates the Title IX Policy will be subject to disciplinary action upon a finding of responsibility following application of the grievance procedures described herein. To the extent a customer, vendor, or other person with whom the University does business engages in sexual or other unlawful harassment or discrimination, the University will take appropriate corrective action.

As part of the University's commitment to providing a discrimination-free working and learning environment, this Policy shall be widely disseminated to the University community through publications, the University website, to all employees and students, to all applicants for employment and admission, at new employee orientations, student orientations, to all professional organizations holding collective bargaining or professional agreements with the University, and other appropriate channels of communication. The University provides training to enable the University to handle any allegations of discrimination promptly and equitably. The University will quickly respond to all reports of discrimination and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates the Title IX Policy.

Inquiries about Title IX may be referred to Beal University's Title IX Coordinator, the U.S. Department of Education's Office of Civil Rights, or both. Beal University's Title IX Coordinator is:

Robin Tardiff, 99 Farm Rd, Bangor, ME 04401, titleix@beal.edu, and 207-307-3900 ext 336.

Beal University prohibits sex discrimination and sex-based harassment in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator or titleix@beal.edu. The notice of nondiscrimination is located at https://beal.edu/consumer-information/).

Please contact the ADA Coordinator or Beal Compliance Office with any inquiries and complaints relating to discrimination based on disability.

Fraud Prevention and Non-Tolerance Policy

Beal University is committed to honesty, integrity, and accountability in all University operations. Fraud, dishonesty, theft, misuse of University resources, or criminal misconduct in any form is strictly prohibited and will not be tolerated.

This policy applies to all employees, including faculty, staff, administrators, student employees, contractors, consultants, vendors, and others acting on behalf of the University.

Fraud includes any intentional act intended to deceive, obtain an unauthorized benefit, or cause loss or harm to the University. Examples include falsifying records, misusing University funds or property, financial aid fraud, payroll or timekeeping fraud, false invoices, kickbacks, conflicts of interest, grant fraud, identity fraud, and cyber-related fraud such as phishing or payment diversion schemes.

All employees are expected to follow University policies and internal controls, protect University funds, data, and property, maintain accurate documentation, and report suspected fraud or misconduct promptly. Failure to report known or suspected fraud may be considered a violation of this policy.

Suspected fraud should be reported to an immediate supervisor and to fraud@beal.edu. Reports should include as much detail and supporting documentation as possible.

Beal University will review and investigate reports of suspected fraud in a confidential, objective, and appropriate manner. Employees are expected to cooperate fully with any investigation. When required, the University will report credible evidence of fraud involving federal funds, including Title IV financial aid or federal grants, to the appropriate federal authorities.

Beal University prohibits retaliation against anyone who reports suspected fraud in good faith or participates in an investigation.

Violations of this policy may result in disciplinary action, up to and including termination, repayment of losses, referral to law enforcement, and civil or criminal penalties.

Photo Release

Beal University students give to the University absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Placement Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Beal University may choose to "opt out" of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

Program Disclosure

To obtain more information about any program regarding occupation information, completion rates, and placement rates, please visit https://nces.ed.gov/collegenavigator/?q=beal+college&s=ME&id=160995.

Report a Criminal Offense

The best method of reporting a non-emergency criminal action is to fill out an "Incident Report" which can be obtained online at https://beal.edu/incident/. A student who wishes may also speak with the Chief Operating Officer if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

Students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on the University campus. The University does not have law enforcement or security personnel located on the facilities.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to University policies in regards to campus security.

Beal University is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

Security Report

Beal University is committed to promoting a safe and secure environment for all campus members and visitors. Beal University has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On Beal University campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Chief Operating Officer and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Beal University is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

In compliance with federal regulations, Beal University is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a "Campus Security Report". The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:

- Criminal Offense
  - Murder and non-negligent manslaughter
  - Manslaughter by Negligence
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
  - Aggravated assault
  - Burglary
  - Motor vehicle theft
  - Arson
- Hate Crimes
  - Simple Assault
  - Larceny-theft
  - Intimidation
  - Destruction/ damage/vandalism of property
- *Violence Against Women Act*
  - Domestic violence
  - Dating violence
  - Stalking

In addition, Beal University is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Chief Operating Officer. The report is available on the University website as well (Annual Campus Security Report).

Student Housing
Beal University has no responsibility to find or assist students in finding housing. The Student Services Department will be able to provide resources to students upon request.

Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes
The five (5), six (6), or seven (7) character course number assigned to each course provides substantial information. The first two (2), three (3), or four (4) characters are letters that indicate the area of study.

The three (3) numeric digits indicate the level of the course. Course numbers that are 100-level, are generally taken early in a program. Course numbers that are 200-level indicate courses are generally taken later in a program. Courses at the 300 and 400 level are designated for bachelor's level coursework. Further, courses at the 500 and 600 level are designated for graduate level coursework.

Credit Hours
Coursework at Beal University is measured in Semester Credit hours.

Semester Credit Hours
One (1) Semester Credit hour equals fifteen (15) contact hours of lecture, thirty (30) hours of laboratory, or forty-five (45) hours of clinical.

Contact Hours
One (1) contact hour is fifty (50) minutes.

Program Modification
The University reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The University reserves the right to amend the Catalog and Student Handbook as required.

School of Business and Technology

The School of Business and Technology supports the mission and vision of the University by offering institutionally accredited undergraduate and graduate professional programs. We offer degrees in Accounting, Business, Business Administration, Public Administration, and Welding Technology. Students interested in careers in these areas can choose from many options at both the undergraduate and graduate levels.

Vision Statement for the School of Business and Technology:
The Beal University School of Business and Technology provides exceptional academic programs in a student-centric environment to empower our graduates to excel in their chosen profession.

Mission Statement for the School of Business and Technology:
The Beal University School of Business and Technology partners with our student, through our academic programs, to improve their career opportunities in the professions.

Master of Business Administration-DE

Length: **18 Months** Campus: **Bangor, Maine**
Credential: **Master Degree** Delivery Method: **Online**

The Master of Business Administration (MBA) program is a master degree program designed to enable graduates for career growth from supervisory to management or leadership positions in an organization or business. The program presents theory and practical skills for managing a business. The concepts covered in this program include but are not limited to; organizational communication, marketing, using information technology to manage, strategy planning, and human resources. In addition to participation in all courses, students will be required to complete out of class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain advancement in employment in a business-related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able:

- Communicate effectively in a variety of business environments.
- Analyze and interpret data and information related to organizational activities.
- Utilize qualitative and quantitative methods to investigate and solve critical business problems.
- Integrate tools and concepts from multiple functional areas (i.e., finance, marketing, legal, ethics, and human resources.) to support business operations.
- Evaluate and integrate ethical considerations when making business decisions.
- Incorporate diversity and multicultural perspectives as a holistic approach to organizational culture and business operations. Apply knowledge to various business circumstances through a conceptual understanding of relevant business concepts and practical application.

Course Code	Course Title	Contact Hours	Semester Credit Hours
BA500	Ethical Leadership and Management	45	3.0
BA520	Organizational Behavior	45	3.0
BA525	Social and Legal Environment of Business	45	3.0
BA550	The Digital Economy	45	3.0
BA580	Financial Statement Analysis	45	3.0
BA600	Financial Management	45	3.0
BA650	Managing in a Changing Environment	45	3.0
BA675	Marketing: Social, Mobile and Analytics	45	3.0
BA690	Strategic Planning & Implementation (Capstone)	90	6.0
	Grand Total	**450**	**30.0**

Master of Public Administration-DE

Length: **12 / 24 Months** Campus: **Bangor, Maine**
Credential: **Master Degree** Delivery Method: **Online**

The Master of Public Administration (MPA) is a master's degree program designed to prepare students for leadership and management roles in the public sector. The program emphasizes the development of skills necessary for effective public service and governance, including policy analysis, program evaluation, budget management, and ethical leadership. The MPA program is tailored for aspiring public servants, policy analysts, and nonprofit managers who seek to make a significant impact in their communities and beyond. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain advanced employment in a Public Administration related field(s).

Program Outcomes:

Throughout this program, students will have the opportunity to:

- Demonstrate a comprehensive understanding of the mechanisms of public administration, policy development, and implementation processes within various governmental and non-governmental contexts.
- Develop solutions to complex policy issues.
- Promote ethical leadership and accountability in public service.
- Demonstrate the ability to manage and lead diverse teams, projects, and organizations effectively.
- Demonstrate effective oral and written communication skills.

Course Code	Course Title	Contact Hours	Semester Credit Hours
BA500	Ethical Leadership and Management	45	3.0
BA520	Organizational Behavior	45	3.0
BA525	Social and Legal Environment of Business	45	3.0
BA600	Financial Management	45	3.0
BA650	Managing in a Changing Environment	45	3.0
MPA500	Introduction to Public Administration	45	3.0
MPA510	Public Policy and Politics	45	3.0
MPA520	Public Policy Analysis and Evaluation	45	3.0
MPA530	The Future of Public Administration (Capstone)	45	3.0
MS500	Research & Writing	45	3.0
MS540	Human Resources	45	3.0
MS550	Economics and Financial Strategies	45	3.0
	Grand Total	**540**	**36.0**

Bachelor of Science in Business Administration-DE

Length: **40 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Online**

The Business Administration program is a Bachelor of Science degree that is designed to be a foundational degree for those students desiring to enter the business industry. The Business Administration Degree Program provides foundational business knowledge, practical experience, opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in retail, banking, or marketing. The Business Administration Degree Program teaches business law and ethics based on current business practices, covering the types of practical business activities students may encounter, from functions of various levels of management to more complex management models. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see graduation requirements section of the catalog), students could enhance an existing business career, seek, or obtain entry-level employment in a business administration related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Analyze the external and internal influences on business institutions and practices.
- Identify the structures in business organizations that can be managed for productivity.
- Differentiate the roles and tasks of business leaders and professionals in business, industry and nonprofit organizations.
- Use technology and resources to remain current in the student's chosen business field.
- Make effective business decisions using appropriate critical thinking processes.
- Identify and analyze legal or ethical issues that arise in business practices and institutions.
- Demonstrate effective written communication skills in a business environment.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
AC111	Principles of Accounting I	45	3.0
AC203	Managerial Accounting	45	3.0
BA100	Introduction to Business	45	3.0
BA101	Business Law	45	3.0
BA104	Principles of Marketing	45	3.0
BA105	Human Resource Management	45	3.0
BA110	Motivational Interviewing for the Business Professional	45	3.0
BA205	Organizational Behavior	45	3.0
BA208	Business Management	45	3.0
BA209	Management Communications	45	3.0
BA210	Ethics in Business	45	3.0
BA220	Organizational Strategic Planning	45	3.0
BA225	Strategic Negotiation for Business	45	3.0
BA300	Principles of Finance	45	3.0
BA305	International Business	45	3.0
BA310	Law and Ethics	45	3.0
BA315	Strategic Management	45	3.0
BA320	Project Management	45	3.0
BA325	Human Resource Executive Management	45	3.0
BA330	Operations Management	45	3.0
BA335	Leadership & Management	45	3.0
BA340	Marketing and Public Relations	45	3.0
BA345	E-Marketing	45	3.0
BA350	Small Business Strategies	45	3.0
BA360	Principles of Budgets	45	3.0
	Subtotal	**1,125**	**75.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN315	Principles of Economics	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**690**	**46.0**
	Grand Total	**1,815**	**121.0**

Bachelor of Science in Cybersecurity-DE

Length: **40 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Online**

The Cybersecurity program is a Bachelor of Science degree that is designed to provide graduates with the ability to analyze, evaluate, and create solutions for the security, networking, and administration needs of organizations in various forms of industry. Graduates will gain the skills to create and recommend pro-active safeguards for computer and network systems and manage the design, coordination of efforts, implementation, and ongoing service of security devices, systems, networks, and procedures. Students will be required to complete out-of-class assignments, including, but not limited to, reading, quizzes, problem solving exercises, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain positions of employment in an information technology or cybersecurity related field(s).

Program Outcomes:

At the completion of this program, students should be able to:

- Discuss and demonstrate the technical competencies of cybersecurity, such as cybersecurity principles, network security, cryptography, and secure coding.
- Analyze and discuss the impact of technologies that may include the internet, email, instant messaging, information management systems, social media, and other digital technology, and the impact each has on an organization and its stakeholders.
- Explain and demonstrate security needs and solutions for wired or wireless networking devices (end-user equipment).
- Describe and analyze the methods for intrusion detection and how a cybersecurity professional can establish pro- active security prevention measures and systems to protect data and other forms of key information.
- Effectively communicate and collaborate on various team projects including complex security concepts to technical and non-technical stakeholders.
- Demonstrate data management and security services associated with a database management system.
- Understand the network and/or security needs of an organization and tailor solutions that fit its needs.
- Demonstrate effective data and/or network security techniques that can be used to protect and secure data and systems.
- Explain and demonstrate the ethics and professional responsibility of a cybersecurity professional.
- Detect threats and provide analysis via forensics and security analytics.
- Identify and evaluate the best possible solution, communicate with key members involved in the process and how to use adaptive techniques when applying ethical and sound solutions.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
CST110	Network Security	75	4.0
CST115	Network & Security Fundamentals	75	4.0
CST120	Ethical Hacking and System Security	75	4.0
CST125	Information Security	45	3.0
CST130	Introduction to Programming	45	3.0
CST210	Cloud Computing with Security	45	3.0
CST215	Digital Forensics	45	3.0
CST220	Data Privacy and Security	45	3.0
CST225	Secure Wireless Networks	45	3.0
CST240	Security Countermeasures	45	3.0
CST245	Advances Network & Security Fundamentals	75	4.0
CST260	Introduction to Cyber Crime and Homeland Security	45	3.0
CST295	System Analysis and Design	75	4.0
CST340	Cybersecurity and Geopolitics	45	3.0
CST411	Programming with Python	45	3.0
CST421	Risk Management	45	3.0
CST440	Biometric Systems	45	3.0
CST480	Security Technology	45	3.0
CST482	Security Analyst	45	3.0
CST483	Information Systems Security	45	3.0
CST484	Advanced Information Security Systems	45	3.0
CST490	Capstone Course	75	5.0
	Subtotal	**1,170**	**73.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN315	Principles of Economics	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS113	Technical Mathematics	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**735**	**49.0**
	Grand Total	**1,905**	**122.0**

Associate of Applied Science in Accounting-DE

Length: **20 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

The Accounting program is an academic associate of applied science degree that is designed to give the student an in-depth knowledge of accounting principles and their application in today's business environment. Specialized courses including Federal Taxes, Managerial Accounting and Computerized Accounting are included to provide the student with a wider range of business knowledge valuable in a variety of professional opportunities. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional Accounting-related field(s).

Program Outcomes:
Throughout this program, students will have the opportunity to:

- Develop a critical understanding of the field of accounting through a balance of theory and practical application.
- Develop an interdisciplinary perspective on the issues which face accounting professionals.
- Develop leadership and decision-making skills.
- Develop knowledge and form a critical understanding of the ethical dimensions of the field.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
AC111	Principles of Accounting I	45	3.0
AC112	Principles of Accounting II	45	3.0
AC117	Computerized Accounting	60	4.0
AC120	Payroll Accounting	45	3.0
AC203	Managerial Accounting	45	3.0
AC208	Computerized Accounting II	60	4.0
AC210	Federal Taxes	45	3.0
BA101	Business Law	45	3.0
BA205	Organizational Behavior	45	3.0
BA208	Business Management	45	3.0
BA209	Management Communications	45	3.0
BA210	Ethics in Business	45	3.0
	Subtotal	**570**	**38.0**
General Education Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**360**	**24.0**
	Grand Total	**930**	**62.0**

Associate of Applied Science in Business-DE

Length: **20 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

The Business program is an academic associate of applied science degree that prepares students to manage, direct, plan and control business operations and employee supervision. The program gives students an overview of business topics to include accounting, marketing, finance, business law and healthcare management. Through lectures and case studies the students will demonstrate critical problem solving, decision making and professional skills. In addition to participation in all courses, students will be required to complete out-of-class or additional assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional business or business-related field(s).

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Develop a strong and general knowledge base of information through the General Education courses;
- Demonstrate critical thinking strategies and methods in various settings;
- Develop and demonstrate communication effectively in written, oral and digital settings;
- Effectively explore and apply current business practices and strategies that will enhance various professional business settings;
- Gain knowledge in organizational planning and strategic negotiation methods used in current contexts of business;
- Develop skills in current marketing and accounting practices in business.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
AC111	Principles of Accounting I	45	3.0
BA100	Introduction to Business	45	3.0
BA101	Business Law	45	3.0
BA104	Principles of Marketing	45	3.0
BA105	Human Resource Management	45	3.0
BA110	Motivational Interviewing for the Business Professional	45	3.0
BA205	Organizational Behavior	45	3.0
BA208	Business Management	45	3.0
BA209	Management Communications	45	3.0
BA210	Ethics in Business	45	3.0
BA220	Organizational Strategic Planning	45	3.0
BA225	Strategic Negotiation for Business	45	3.0
	Subtotal	**540**	**36.0**
General Education Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**360**	**24.0**
	Grand Total	**900**	**60.0**

Associate of Applied Science in Cybersecurity-DE

Length: **20 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

The Cybersecurity program is an academic associate of applied science degree that is designed to equip graduates with the skills to assess the security needs of computer, data, and network systems, Students will experience an integrated curriculum that includes hands on assignments/activities/projects and computer-mediated discussions, students will demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubric-based assessment of projects. The skills and concepts learned can transfer to the work environment. Students will be required to complete out-of-class assignments, including, but not limited to, reading, quizzes, problem solving exercises, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an information technology or cybersecurity related field(s).

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Evaluate the needs of an Information Technology and Security infrastructure for an organization.
- Design, draft, and implement business continuity, disaster recovery, and incident response plans.
- Demonstrate technical knowledge and critical thinking skills needed to assess threats and attack surfaces.
- Learn the basic categories of attacks and the resulting objective of threat actors.
- Review data privacy and security standards at the state, federal, and global level.
- Demonstrate the ability to detect and remedy malicious code.
- Apply the CIA triad to complex cybersecurity issues facing organizations.
- Define and develop plans to protect U.S. Critical Infrastructure.
- Learn how to secure data on internal and external systems.
- Build a comprehensive knowledge base of legacy attacks and their outcomes.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
CST110	Network Security	75	4.0
CST115	Network & Security Fundamentals	75	4.0
CST120	Ethical Hacking and System Security	75	4.0
CST125	Information Security	45	3.0
CST130	Introduction to Programming	45	3.0
CST210	Cloud Computing with Security	45	3.0
CST215	Digital Forensics	45	3.0
CST220	Data Privacy and Security	45	3.0
CST225	Secure Wireless Networks	45	3.0
CST240	Security Countermeasures	45	3.0
CST245	Advanced Network & Security Fundamentals	75	4.0
CST260	Introduction to Cyber Crime and Homeland Security	45	3.0
CST295	System Analysis and Design	75	4.0
	Subtotal	**735**	**44.0**
General Education Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**315**	**21.0**
	Grand Total	**1,050**	**65.0**

Associate of Applied Science in Welding Technology-DE

Length: **8 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

This Welding Technology program is an academic associate of applied science degree that is a degree completion program that provides a pathway for the diploma in Welding Technology graduated to advance their education. This degree program emphasizes the technical, administrative and interpersonal skills required of the welding professional with a strong foundation. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of this accredited program (see graduation requirements section of the catalog), students can seek or obtain employment as welder or in a welding related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate effective oral and written communication skills.
- Gain understanding of social responsibility and ethical reasoning through assessment of one's own values within the social context of problems and recognize ethical issues in a variety of settings
- Develop critical and analytical thinking through disciplined process of conceptualizing, applying, analyzing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action.
- The ability to think constructively, critically, and creatively, including competencies in analytic inquiry, quantitative literacy, information literacy, evidential reasoning, and problem solving.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
	Transfer Credit from Diploma Program	896	36.0
	Subtotal	**896**	**36.0**
General Education Requirements			
CS115	Introduction to Computer Concepts and Applications	**45**	**3.0**
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS113	Technical Mathematics	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**360**	**24.0**
	Grand Total	**1,256**	**60.0**

Diploma in Cybersecurity - DE

Length: 10 Months | Campus: **Bangor, Maine**
Credential: **Diploma** | Delivery Method: **Online**

The Cybersecurity program is a diploma program designed to equip graduates with the skills to create, administer, and secure various types of computers, technological devices, and networks. Students will learn to analyze and evaluate the essential components of various types of hardware, devices, systems and supporting hardware. The Cybersecurity program will also provide instruction in Information Security, Secure Wireless Networking, Security Countermeasures, and Systems Analysis and Design. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an information technology or cybersecurity related field(s).

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Explain and demonstrate knowledge of information technology infrastructure and security standards.
- Execute vulnerability identification techniques and processes that can be used to exploit and remedy internal and external security risks for individual users and/or organizations.
- Conduct risk-management activities to pro-actively monitor, test, analyze, and evaluate security risks.
- Evaluate the advantages, disadvantages and corresponding concerns and features of securing a wireless infrastructure.
- Determine the most effective form of data protection, supporting resources and tools, when investigating a data security breach.
- Demonstrate the ability to assess and analyze the specifics of an attack or exploitation and how to execute a countermeasure to secure a network, device, and or data.
- Create a security model that accounts for strategic governance policies and processes, regulatory standards, and compliance requirements.
- Describe and demonstrate the ability to read, write, and interpret basic code.
- Develop the ability to write, run, debug, and penetration test.

Course Code	Course Title	Contact Hours	Semester Credit Hours
CST110	Network Security	75	4.0
CST115	Network & Security Fundamentals	75	4.0
CST120	Ethical Hacking and System Security	75	4.0
CST125	Information Security	45	3.0
CST130	Introduction to Programming	45	3.0
CST220	Data Privacy and Security	45	3.0
CST225	Secure Wireless Networks	45	3.0
CST260	Introduction to Cyber Crimes and Homeland Security	45	3.0
CST295	System Analysis and Design	75	4.0
	Grand Total	**525**	**31.0**

Diploma in Welding Technology

Length: 8 **Months** Campus: **Bangor, Maine**
Credential: **Diploma** Delivery Method: **On Ground**

This Welding Technology program is a diploma program that will include courses in basic, intermediate, and advanced welding. The beginner courses offer training in metallurgy, basic welding techniques utilizing the shielded metal arc welding process. The intermediate and advanced curriculum offers training in advanced welding processes, pipefitting, and pipe welding processes utilizing the gas metal arc welding and gas tungsten arc welding processes. Students will also take required classes in Flux-Cored Arc welding, and Blueprint Reading to prepare them for employment in several welding industries. Graduates of this program will find employment opportunities in a variety of manufacturing and construction industries, including but not limited to, bridge and building construction, metal fabrication, shipbuilding, power generation, petro-chemical industry, paper industry, and more. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students can seek or obtain employment as a welder or in a welding related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Become proficient in methods of welding including shielded metal arc, flux cored arc, gas metal arc, and gas tungsten arc welding; oxy acetylene cutting, and plasma arc cutting.
- Understand how to read a blueprint as it relates to welding.
- Gain knowledge of pipefitting techniques.
- Safely and effectively operate welding equipment.
- Navigate and understand the D1.1 Welding Code Book and aspects of a QAQC department.

Course Code	Course Title	Contact Hours	Semester Credit Hours
WD100	SMAW Fundamentals	112	5.0
WD120	Metallurgy and Blueprint Reading	112	6.0
WD140	SMAW Intermediate	112	4.0
WD160	FCAW and GMAW Fundamentals	112	4.0
WD180	GTAW Fundamentals	112	4.0
WD200	SMAW Pipe	112	4.0
WD220	GTAW Pipe and Aluminum Welding	112	4.0
WD240	Fabrication and Pipefitting Fundamentals	112	5.0
	Grand Total	**896**	**36.0**

Students enrolling in this program should be advised that many employers require a clean criminal background, along with a clean driving record and the ability to lift at least 50 pounds.

School of Health Sciences

The School of Health Sciences supports the mission and vision of the University by offering institutionally accredited undergraduate degree programs. We offer degrees in Addiction Counseling, Biomedical Sciences, Cannabis Business, Cannabis Sciences, Health Information Management/Technology, Healthcare Administration, Healthcare Sciences, Medicinal Plant Science, Mental Health, and Public Health. Students interested in careers in these areas can choose from many options at both the diploma, associate, bachelor, and master degree levels.

Vision Statement for the School of Health Sciences:
The School of Health Sciences provides exceptional academic programs in a student-centric environment to empower our graduates to excel in their chosen health profession.

Mission Statement for the School of Health Sciences:
The Beal University School of Health Sciences partners with our student, through our academic programs, to improve their career opportunities in the professions.

Master of Healthcare Administration-DE

Length: 12 / **24 Months** Campus: **Bangor, Maine**
Credential: **Master Degree** Delivery Method: **Online**

The Master of Healthcare Administration (MHA) program is a master's degree program designed to prepare students for leadership roles in the healthcare industry. Through a curriculum that blends theory with practical application, students develop a comprehensive understanding of healthcare systems, strategies for improving patient care, and skills for managing healthcare organizations effectively. The program aims to cultivate healthcare leaders who are equipped to navigate the complexities of the healthcare sector, drive innovation, and make impactful decisions to improve patient and community health outcomes. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain advanced employment in a Healthcare Administration related field(s).

Program Outcomes:
Throughout this program, students will have the opportunity to:

- Demonstrate a comprehensive understanding of healthcare systems, including their structure, function, and the impact of healthcare policies on the delivery of care.
- Exhibit advanced leadership and management skills necessary to lead and manage healthcare organizations effectively, including strategic planning, organizational behavior, financial management, and human resources management.
- Perform financial analysis, budgeting, and economic decision-making within healthcare organizations.
- Implement quality improvement initiatives and patient safety strategies using data-driven approaches to improve healthcare outcomes.
- Demonstrate a deep understanding of ethical and legal issues in healthcare, including patient rights, confidentiality, and healthcare ethics.
- Demonstrate effective oral and written communication skills.

Course Code	Course Title	Contact Hours	Semester Credit Hours
MHA500	Health Services Organization and Delivery	45	3.0
MHA510	Health Informatics and Technology Management	45	3.0
MHA520	Healthcare Operations and Process Management	45	3.0
MHA530	Healthcare Quality and Performance	45	3.0
MHA540	Healthcare Strategic Management and Marketing	45	3.0
MHA550	Healthcare Administration Capstone	45	3.0
MS500	Research & Writing	45	3.0
MS510	Health Policy	45	3.0
MS520	Population Health Management	45	3.0
MS530	Health Care Ethics	45	3.0
MS540	Human Resources	45	3.0
MS550	Economics and Financial Strategies	45	3.0
	Grand Total	**540**	**36.0**

Master of Public Health-DE

Length: **12 / 24 Months** Campus: **Bangor, Maine**
Credential: **Master Degree** Delivery Method: **Online**

The Master of Public Health (MPH) program is a master's degree program designed to equip students with the knowledge, skills, and competencies needed to excel in public health practice and leadership. This interdisciplinary program emphasizes the importance of disease prevention, health promotion, and the development of healthy environments and communities. Graduates are prepared to address complex health challenges through research, policy development, and program implementation, with a strong commitment to improving public health outcomes for diverse populations. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain advanced employment in a Public Health related field(s).

Program Outcomes:
Throughout this program, students will have the opportunity to:

- Demonstrate a thorough understanding of the key concepts, theories, and methods used in the field of public health, including epidemiology, biostatistics, environmental health, social and behavioral sciences, and health policy and management.
- Design, conduct, and analyze public health research using quantitative and qualitative methods.
- Critically evaluate research literature to inform public health practice and policy.
- Develop health policies and programs addressing public health issues that consider social, economic, and environmental determinants of health.
- Exhibit leadership and management skills including strategic planning, financial management, human resource management, and leadership as they apply to public health settings.
- Demonstrate a global perspective on public health, recognizing the interconnectedness of health issues and the importance of international collaboration in addressing global health challenges.
- Demonstrate effective oral and written communication skills.

Course Code	Course Title	Contact Hours	Semester Credit Hours
MPH500	Foundations of Public Health	45	3.0
MPH510	Epidemiology	45	3.0
MPH520	Environmental Health	45	3.0
MPH530	Social and Behavioral Health	45	3.0
MPH540	Biostatistics and Data Analytics	45	3.0
MPH550	Governance and Management in Public Health Systems	45	3.0
MPH560	Health Program Planning and Evaluation	45	3.0
MPH590	Master of Public Health Capstone	45	3.0
MS500	Research & Writing	45	3.0
MS510	Health Policy	45	3.0
MS520	Population Health Management	45	3.0
MS530	Health Care Ethics	45	3.0
	Grand Total	**540**	**36.0**

Master of Science Clinical Mental Health Counseling-DE

Length: **22 / 44 Months** Campus: **Bangor, Maine**
Credential: **Master Degree** Delivery Method: **Online**

The Master of Science (MS) in Clinical Mental Health Counseling (CMHC) is a master's degree program. The program recognizes the need to provide counselors with the essential knowledge and ability necessary to perform ethically and effectively as skilled professionals in a variety of settings with diverse client populations. The program introduces students to counseling skills and the application of intervention skills to working with individuals, couples, families, and groups. The curriculum embraces the development of core competencies in areas such as Professional Orientation, Helping Relationships, Social and Cultural Foundations, Research, and Evaluation. In addition to the theoretical foundations and professional training, the program provides students with practical experiences supervised by highly qualified faculty while completing a practicum and internship field experience. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem-solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for everyone (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students are eligible to sit for the state required licensure exam and could seek or obtain advanced employment in a Clinical Mental Health Counseling related field(s).

Program Outcomes:

Throughout this program, students will have the opportunity to:

- Analyze research, statistics, and programmatic evaluation methods and apply them to clinical-best practices in counseling.
- Practice, recognize, and respond professionally and appropriately to ethical dilemmas that apply to the practice of counseling.
- Apply the principles of human development, human sexuality, psychopathology, and psychopharmacology to the practice of counseling.
- Utilize the various theories and techniques of counseling in clinical practice.
- Conceptualize cases from a mental health perspective.
- Develop meaningful therapeutic relationships that contribute to the well-being of counseling clients.

Course Code	Course Title	Contact Hours	Semester Credit Hours
PC500	Professional Counseling Orientation and Ethical Practice	45	3.0
PC510	Counseling and Helping Relationships	45	3.0
PC520	Psychopathology, Diagnosis and Treatment	45	3.0
PC530	Marriage and Family Therapy	45	3.0
PC540	Client-Centered Therapy	45	3.0
PC550	Social and Cultural Diversity	45	3.0
PC555	Practicum I	115	3.0
PC560	Group Counseling	45	3.0
PC565	Practicum II	65	2.0
PC570	Crisis Intervention	45	3.0
PC580	Human Sexuality for Counselors	45	3.0
PC585	Internship I	150	3.0
PC600	Human Growth and Development	45	3.0
PC605	Internship II	150	3.0
PC610	Addictive Disorders	45	3.0
PC615	Internship III	150	3.0
PC620	Measurement and Testing	45	3.0
PC625	Internship IV	150	3.0
PC630	Research and Program Evaluation	45	3.0
PC635	Internship V	150	3.0
PC640	Lifestyle and Career Development	45	3.0
PC645	Internship VI: Capstone	165	4.0
	Grand Total	**1,725**	**66.0**

Bachelor of Science in Addiction Counseling-DE

Length: **42 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Online**

The Addiction Counseling program is a Bachelor of Science degree that is designed to prepare the graduate to assess the needs of clients and populations and to plan and implement programs and services that will assist in promoting improvement in personal and social functioning. Students will acquire the knowledge and skills to provide direct client services in sincere and compassionate relationships. In addition to direct services, students will learn the structures and underlying forces that characterize organizations and communities and the role that diversity plays in the functioning of larger groups. Basic knowledge of organizational management principles are provided as well as concepts relating to program advocacy and support development. The techniques and formal tools of conducting needs assessments and outcomes measurement and evaluation are presented to introduce students to the effective monitoring of interventions and programs. The program also provides general education coursework in advanced oral and written communication, sciences, philosophy, and economics. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing addiction counseling career, seek, or obtain entry-level employment in an addiction counseling related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Evaluate the social, political, and historical milestones and trends in substance abuse counseling in relation to the human services professionals' role in advocating for individuals, families, and communities in need.
- Apply culturally responsive strategies across diverse populations to strengthen professional practice and enhance human services outcomes.
- Apply legal and ethical standards in the administration and delivery of human services systems to provide comprehensive and well-informed care.
- Employ professional, interpersonal communication skills in formal and informal networks to improve human services delivery.
- Evaluate the policy development cycle for advocacy avenues, communication strategies, and coalition building opportunities to effect social change.
- Develop knowledge and skills in inquiry, critical and creative thinking, and decision-making to create and implement appropriate assessment and intervention strategies.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
HS105	Psychosocial and Vocational Aspects of Rehabilitation	45	3.0
HS114	Crisis Identification and Resolution	45	3.0
HS204	Case Management	45	3.0
HS205	Group Process	45	3.0
HS207	Trauma, Sexual Abuse and Recovery	45	3.0
SA101	Introduction to Addiction Counseling	45	3.0
SA102	Ethics and Boundaries in Addiction Counseling	45	3.0
SA103	Motivational Interviewing	45	3.0
SA104	Multicultural Counseling in Addiction	45	3.0
SA201	Addiction and the Family	45	3.0
SA202	Co-occurring Disorders	45	3.0
SAC250	Current Topics in Addiction Counseling	45	3.0
SAC310	Professional Standards for Addiction Counseling	45	3.0
SAC320	Addiction Prevention: Theories and Techniques	45	3.0
SAC330	Interviewing and Counseling	45	3.0
SAC340	Professional Documentation for Addiction Counselors	45	3.0
SAC350	Diagnosis and Treatment Planning in Addiction Services	45	3.0
SAC360	Fundamentals of Public Health	45	3.0
SAC370	Community Psychology	45	3.0
SAC380	Human Services Organizational Systems	45	3.0
SAC390	Counseling Theories for Addiction Treatment	45	3.0
SAC400	Spirituality and Addiction	45	3.0
SAC410	Public Policy and Advocacy	45	3.0
SAC420	Process Addictions	45	3.0
	Subtotal	**1,080**	**72.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN315	Principles of Economics	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**735**	**49.0**
	Grand Total	**1,815**	**121.0**

Bachelor of Science in Biomedical Science-DE

Length: **34 / 68 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Online**

The Biomedical Science program is a Bachelor of Science degree that consists of a rigorous, based curriculum that emphasizes biological sciences and biochemistry to prepare students for direct entry into analytical/research laboratories and health sciences. This degree also prepares students for a variety of science-related positions in pharmaceutics, medical manufacturing, clinical and environmental chemistry, laboratories, and health departments. Coursework includes physics, chemistry, biology, microbiology, molecular biology and genetics. The program also provides general education coursework in advanced oral and written communication, sciences, philosophy, and sociology. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could enhance an existing biomedical science administration career, seek, or obtain entry-level employment in a biomedical science related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Broad core knowledge in biological sciences and entrepreneurial aspects of biomedical innovation.
- Advanced understanding of professional ethics.
- More in-depth research, analytical and critical thinking skills.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
BIO210	Biology	75	4.0
BIO215	Physiology	60	4.0
BIO250	Molecular Biology	90	4.0
BIO270	Virology / Infectious Diseases	60	4.0
BIO330	Biochemistry	75	4.0
BIO380	Immunology	60	4.0
BIO410	Kinesiology	45	3.0
BIO420	Developmental Biology	80	4.0
CHEM240	Chemistry	75	4.0
CHEM241	Chemistry II	75	4.0
CHEM300	Organic Chemistry	75	4.0
CHEM301	Organic Chemistry II	75	4.0
HM404	Healthcare Statistics & Research Methods	45	3.0
IDS325	Pathophysiology	60	4.0
IDS410	Population Health: A Global Perspective	60	4.0
PHY200	Physics I	75	4.0
PHY210	Physics II	75	4.0
ZO211	Microbiology	75	4.0
ZU310	Genetics	60	4.0
	Subtotal	**1,295**	**74.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN325	Sociology of Work	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS210	Math Applications for Physics	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**750**	**48.0**
	Grand Total	**2,045**	**122.0**

Bachelor of Science in Healthcare Science-DE

Length: **36 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Online**

The Health Science program is a Bachelor of Science degree that is designed to be a foundational degree for those students desiring to enter the healthcare industry in the areas of healthcare management and healthcare advocacy. This program is comprised of lab science courses and health science courses that provide the student with a rigorous scientific background applicable to the health profession. The program prepares students for service in a variety of healthcare organizations including hospitals, clinics, and public health institutions. Students complete the program in order to gain promotions, develop management and leadership skills, or prepare for graduate-level studies. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could enhance an existing healthcare science career, seek, or obtain entry-level employment in a health administration related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Demonstrate effective oral and written communication skills.
- Identify and evaluate key personal and organizational ethics affecting healthcare professionals.
- Utilize technology in statistical analysis and data management.
- Examine cultural and diversity issues within interpersonal health care.
- Demonstrate mastery of discipline-specific competencies in the field of health sciences.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
BA205	Organizational Behavior	45	3.0
BA209	Management Communications	45	3.0
BIO210	Biology	75	4.0
BIO215	Physiology	60	4.0
CHEM240	Chemistry	75	4.0
HI103	Fundamentals of Law for Health Information Management	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
HM300	Legal Aspects & Healthcare Delivery	45	3.0
HM404	Healthcare Statistics & Research Methods	45	3.0
HM408	Human Resources in Healthcare	45	3.0
IDS325	Pathophysiology	60	4.0
IDS375	Bioinformatics	60	4.0
IDS450	Holistic Approaches to Healthcare	60	4.0
MO203	Medical Ethics & Law	45	3.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO281	Medical Billing	45	3.0
SAC360	Fundamentals of Public Health	45	3.0
SAC410	Public Policy and Advocacy	45	3.0
ZO101	Medical Terminology	45	3.0
ZO211	Microbiology	75	4.0
ZU310	Genetics	60	4.0
	Subtotal	**1,125**	**72.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**750**	**48.0**
	Grand Total	**1,875**	**120.0**

Bachelor of Science in Health Information Management-DE

Length: **38 / 76 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Online**

The Health Information Management program is a Bachelor of Science degree that is designed to combine knowledge and skills in healthcare, technology and business. As new and emerging technologies continue to grow along with evolving healthcare delivery models, the HIM profession is continuing to lead the industry in ensuring the protection, quality and integrity of health information. Our degree programs prepare students for careers as professionals who collect, maintain, analyze and secure patient health data. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional health information management-related field(s).

Program Outcomes:
Throughout this program, students will have the opportunity to:

- Verify, analyze and validate the accuracy and completeness of health care data.
- Abstract, calculate, interpret and present health care data maintained in paper-based and computer-based resources.
- Develop, implement and manage health information policies and procedures to ensure compliance with federal, state and accreditation agency requirements.
- Evaluate, implement and manage both paper-based and computer-based health information systems.
- Organize and manage the health information personnel and services.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
HI103	Fundamentals of Law for Health Information Management	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
HI217	ICD-10-CM Coding	45	3.0
HI219	ICD-10-PCS Coding	45	3.0
HI220	Health Information Technology Experiential Learning	92.5	3.0
HI224	Health Care Data Analysis & Statistics	60	4.0
HI225	Health Care Reimbursement Methodologies	60	4.0
HM300	Legal Aspects & Healthcare Delivery	45	3.0
HM306	Health Data Management	45	3.0
HM308	Reimbursement Systems	45	3.0
HM311	Health Information Systems	45	3.0
HM312	Health Information Technology	45	3.0
HM404	Healthcare Statistics & Research Methods	45	3.0
HM406	Quality Management & Performance Improvement	45	3.0
HM408	Human Resources in Healthcare	45	3.0
HM416	Financial Management	45	3.0
HM418	Project Management	45	3.0
HM480	Capstone	95	4.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO223	CPT Coding	60	4.0
MO224	Advanced Coding	80	4.0
ZO101	Medical Terminology	45	3.0
	Subtotal	**1,182.5**	**72.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN315	Principles of Economics	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Philosophy	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**750**	**48.0**
	Grand Total	**1,932.5**	**120.0**

Bachelor of Science in Medicinal Plant Sciences-DE

Length: **34 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Online**

The Medicinal Plant Sciences program is a Bachelor of Science degree that is designed to offer students a broad survey of the physical, chemical, and biological sciences, as well as provide a foundational introduction to the medicinal plant sciences. Additionally, the program offers an array of cannabis-specific instruction, including an overview of analytical methodologies. Upper-level coursework emphasizes critical thinking, research, and communication skills. This degree prepares students for direct entry into research, laboratory, manufacturing, cultivation, and product development roles. Students will be required to complete out-of-class assignments, including, but not limited to, reading, quizzes, problem solving exercises, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could enhance an existing biological science technician career, or seek, or obtain entry-level employment in a medicinal plant science related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Demonstrate competency across the physical and biological sciences, including biology and chemistry.
- Demonstrate competency across the medicinal plant sciences, including plant biology, phytochemistry, and ethnobotany.
- Demonstrate a foundational understanding of cannabis analytical methodologies.
- Demonstrate competency in critical thinking, research, and both written and oral communication.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
BIO210	Biology	75	4.0
BIO250	Molecular Biology	90	4.0
BIO320	Environmental Biology	45	3.0
BIO330	Biochemistry	75	4.0
CA201	Introduction to Cannabis I	60	4.0
CA202	Introduction to Cannabis II	60	4.0
CA220	Cannabis Product Development	45	3.0
CHEM240	Chemistry	75	4.0
CHEM241	Chemistry II	75	4.0
CHEM300	Organic Chemistry	75	4.0
CHEM301	Organic Chemistry II	75	4.0
MPS210	Plant Biology	60	4.0
MPS215	Plant Physiology	60	4.0
MPS250	Ethnobotany	60	4.0
MPS315	Plant Sciences Research	60	4.0
MPS320	Phytochemistry	60	4.0
MPS325	Pharmacognosy	60	4.0
MPS340	Cannabis Laboratory Fundamentals	75	5.0
MPS475	Medicinal Plant Sciences Capstone	60	4.0
PHY200	Physics I	75	4.0
PHY210	Physics II	75	4.0
	Subtotal	**1,395**	**83.0**
General Education Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN315	Principles of Economics	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS210	Math Applications for Physics	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**555**	**37.0**
	Grand Total	**1,950**	**120.0**

Associate of Applied Science in Addiction Counseling -DE

Length: **20 / 40 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

The Addiction Counseling program is an academic associate of applied science degree that is designed to provide students with an academic and practical foundation for a career in addiction counseling services. The skills learned can be applied in many settings including residential and outpatient counseling programs, employee wellness programs and hospital detox facilities. The overall objective of this program of study is to provide the student with the practical skills required for employment in a variety of settings in the addiction counseling field. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of this program (see graduation requirements section of the catalog), students can seek or obtain employment as an addiction counselor or in an addiction counselor related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Demonstrate effective oral and written communication skills.
- Develop critical and analytical thinking through disciplined process of conceptualizing, applying, analyzing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action.
- Learn and apply theories of addiction, substance assessment, and counseling techniques.
- Practice an understanding of diversity and tolerance for others. Apply ethics and boundary considerations when working and interacting with people in addiction counseling.
- Gain counseling skills including motivational interviewing.
- Understand the neurobiology of addiction, family addiction dynamics, and special population considerations in addiction counseling.
- Demonstrate knowledge of group process, case management, crisis intervention, trauma and recovery, and vocational rehabilitation.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
HS105	Psychosocial and Vocational Aspects of Rehabilitation	45	3.0
HS114	Crisis Identification and Resolution	45	3.0
HS204	Case Management	45	3.0
HS205	Group Process	45	3.0
HS207	Trauma, Sexual Abuse and Recovery	45	3.0
SA101	Introduction to Addiction Counseling	45	3.0
SA102	Ethics and Boundaries in Addiction Counseling	45	3.0
SA103	Motivational Interviewing	45	3.0
SA104	Multicultural Counseling in Addiction	45	3.0
SA201	Addiction and the Family	45	3.0
SA202	Co-occurring Disorders	45	3.0
SAC250	Current Topics in Addiction Counseling	45	3.0
	Subtotal	**540**	**36.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**360**	**24.0**
	Grand Total	**900**	**60.0**

Associate of Applied Science in Cannabis Business Administration-DE

Length: **20 / 40 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

The Cannabis Business Administration program is an academic associate of applied science degree that is designed to prepare students to enter the expanding cannabis business landscape. The program includes an overview of foundational business practices including accounting, law, marketing, ethics, and management. The program also offers cannabis-specific instruction, including a survey of cultivation, testing, and extraction methodologies, as well as an up-to-date overview of legal, regulatory, and operational considerations for cultivation as well as adult-use and medical dispensary businesses. Students will be required to complete out-of-class assignments, including, but not limited to, reading, quizzes, problem solving exercises, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could start their own business, or seek, or obtain entry-level employment at a cannabis-related business.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate competency in foundational business practices, including management, accounting, law, marketing, and ethics.
- Demonstrate a basic understanding of cannabis-specific regulations and business practices.
- Demonstrate a basic understanding of cannabis cultivation, testing, and processing methodologies.
- Demonstrate competency in critical thinking and both written and oral communications.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
AC111	Principles of Accounting I	45	3.0
BA100	Introduction to Business	45	3.0
BA101	Business Law	45	3.0
BA104	Principles of Marketing	45	3.0
BA208	Business Management	45	3.0
BA210	Ethics in Business	45	3.0
CA201	Introduction to Cannabis I	60	4.0
CA202	Introduction to Cannabis II	60	4.0
CA220	Cannabis Product Development	45	3.0
CA240	Cultivation Operations	45	3.0
CA260	Dispensary Operations	45	3.0
CA280	Cannabis Tax and Legal Regulations	60	4.0
	Subtotal	**585**	**39.0**
General Education Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**315**	**21.0**
	Grand Total	**900**	**60.0**

Associate of Applied Science in Cannabis Sciences-DE

Length: **18 / 36 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

The Cannabis Sciences program is an academic associate of applied science degree that is designed to offer students a broad survey of the fundamentals of cannabis science. The program includes an overview of cannabis cultivation, testing, and extraction methodologies, as well as a solid foundation in biological, chemical, and plant sciences. This degree prepares students for direct entry into laboratory, manufacturing, cultivation, and product development roles. Students will be required to complete out-of-class assignments, including, but not limited to, reading, quizzes, problem solving exercises, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could enhance an existing biological science technician career, or seek, or obtain entry-level employment in a cannabis science related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate competency across the physical and biological sciences, including biology and chemistry.
- Demonstrate a foundational understanding of the plant sciences, including plant biology, plant physiology, and ethnobotany.
- Demonstrate a basic understanding of cannabis cultivation, testing, and processing methodologies.
- Demonstrate competency in critical thinking and both written and oral communication.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
BIO210	Biology	75	4.0
BIO250	Molecular Biology	90	4.0
CA201	Introduction to Cannabis I	60	4.0
CA202	Introduction to Cannabis II	60	4.0
CA220	Cannabis Product Development	45	3.0
CHEM240	Chemistry	75	4.0
CHEM241	Chemistry II	75	4.0
MPS210	Plant Biology	60	4.0
MPS215	Plant Physiology	60	4.0
MPS250	Ethnobotany	60	4.0
	Subtotal	**660**	**39.0**
General Education Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**315**	**21.0**
	Grand Total	**975**	**60.0**

Associate of Applied Science in Health and Wellness-DE

Length: **16 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

The Associate of Applied Science in Health and Wellness is an academic degree program designed to provide students with a solid foundation in the growing field of health and wellness. This program equips graduates with a balanced foundation of technical knowledge and general education, fostering the ability to promote individual and community well-being across a range of environments. Students in this program develop practical skills in health promotion, anatomy and physiology, healthcare communication, nutrition, and wellness program planning. In addition, they build essential competencies in communication, critical thinking, and scientific literacy through general education coursework. In addition to participating in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in health and wellness related field(s) or can continue further studies into health and wellness programs.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Communicate and collaborate professionally with individuals, families, and members of the interdisciplinary healthcare team incorporating informatics, and technology literacy.
- Understand medical terminology and various body system anatomy.
- Demonstrate administrative supervisory and communication skills.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
BA209	Management Communications	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
HW110	Fundamentals of Health and Wellness	75	5.0
HW120	Concepts in Physical Wellness	90	6.0
HW130	Concepts in Nutrition	75	5.0
HW210	Communicating Health and Wellness	90	6.0
MO212	Pharmacology and Pathophysiology	45	3.0
ZO101	Medical Terminology	45	3.0
	Subtotal	**525**	**35.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**420**	**26.0**
	Grand Total	**945**	**61.0**

Associate of Applied Science in Health Information Technology-DE

Length: **18 / 36 Months** Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Online**

The Health Information Technology program is an academic associate of applied science degree that is designed to provide students with the knowledge and skills necessary to be effective and efficient in the Health Information Technology field. Health Information Technicians are responsible for ensuring the quality of health records and healthcare data by verifying completeness, accuracy, and proper entry into computer systems. These skills can be applied in a variety of settings including but not limited to hospitals, nursing homes, mental health facilities, public health agencies and insurance companies. Graduates of the Health Information Technology program are eligible to sit for the Registered Health Information Technician (RHIT) exam. Successful completion of this program will require students to participate in online instructional sessions and to complete all required assignments. Such assignments may include reading, projects, papers, and various learning activities. A student can anticipate self- study activities that equal about two (2) hours for every one (1) hour of instructor-led activity. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in the health information technology or related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Exhibit communication skills both oral and written.
- Demonstrate skill in ensuring the quality of health records and healthcare data.
- Understand policies and procedures with regard to health information use and disclosure.
- Demonstrate knowledge of the types of laws that govern the healthcare industry.
- Discuss the HIPAA Privacy Rule and HIPAA Security Rule with regard to health information use and disclosure, including requirements implemented by the American Recovery and Reinvestment Act.
- Verify completeness, accuracy, and proper entry into computer systems.
- Apply skills in in-patient and out-patient coding.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
HI103	Fundamentals of Law for Health Information Management	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
HI217	ICD-10-CM Coding	45	3.0
HI219	ICD-10-PCS Coding	45	3.0
HI220	Health Information Technology Experiential Learning	92.5	3.0
HI224	Health Care Data Analysis & Statistics	60	4.0
HI225	Health Care Reimbursement Methodologies	60	4.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO223	CPT Coding	60	4.0
MO224	Advanced Coding	80	4.0
ZO101	Medical Terminology	45	3.0
	Subtotal	**637.5**	**38.0**
General Education Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**375**	**23.0**
	Grand Total	**1,012.5**	**61.0**

Diploma in Addiction Counseling-DE

Length: **14 / 28 Months** Campus: **Bangor, Maine**
Credential: **Diploma** Delivery Method: **Online**

The Addiction Counseling program is a diploma program that is designed to provide students with an academic and practical foundation for a career in addiction counseling services. The skills learned can be applied in many settings including residential and outpatient counseling programs, employee wellness programs and hospital detox facilities. The overall objective of this program of study is to provide the student with the practical skills required for employment in a variety of settings in the addiction counseling field. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of this program (see graduation requirements section of the catalog), students can seek or obtain employment as an addiction counselor or in an addiction counselor related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Learn and apply theories of addiction, substance assessment, and counseling techniques.
- Practice an understanding of diversity and tolerance for others. Apply ethics and boundary considerations when working and interacting with people in addiction counseling.
- Gain counseling skills including motivational interviewing.
- Understand the neurobiology of addiction, family addiction dynamics, and special population considerations in addiction counseling.
- Demonstrate knowledge of group process, case management, crisis intervention, trauma and recovery, and vocational rehabilitation.

Course Code	Course Title	Contact Hours	Semester Credit Hours
HS105	Psychosocial and Vocational Aspects of Rehabilitation	45	3.0
HS114	Crisis Identification and Resolution	45	3.0
HS204	Case Management	45	3.0
HS205	Group Process	45	3.0
HS207	Trauma, Sexual Abuse and Recovery	45	3.0
PY101	Introduction to Psychology	45	3.0
SA101	Introduction to Addiction Counseling	45	3.0
SA102	Ethics and Boundaries in Addiction Counseling	45	3.0
SA103	Motivational Interviewing	45	3.0
SA104	Multicultural Counseling in Addiction	45	3.0
SA201	Addiction and the Family	45	3.0
SA202	Co-occurring Disorders	45	3.0
SAC250	Current Topics in Addiction Counseling	45	3.0
	Grand Total	**585**	**39.0**

Diploma in Cannabis Business Operations-DE

Length: **10 / 20 Months** Campus: **Bangor, Maine**
Credential: **Diploma** Delivery Method: **Online**

The Cannabis Business Operations program is a Diploma program that is designed to prepare students to enter the expanding cannabis business landscape. The program includes an overview of foundational business topics including management and law. The program also offers cannabis-specific instruction, including a survey of cultivation, testing, and extraction methodologies, as well as an up-to-date overview of legal, regulatory, and operational considerations for dispensary and cultivation businesses. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of this program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment at a cannabis-related business.

Program Outcomes:

At the completion of this program, students should be able to:

- Demonstrate competency in foundational business practices, including management and law.
- Demonstrate a basic understanding of cannabis-specific regulations and business practices.
- Demonstrate a basic understanding of cannabis cultivation, testing, and processing methodologies.

Course Code	Course Title	Contact Hours	Semester Credit Hours
BA100	Introduction to Business	45	3.0
BA101	Business Law	45	3.0
BA208	Business Management	45	3.0
CA201	Introduction to Cannabis I	60	4.0
CA202	Introduction to Cannabis II	60	4.0
CA220	Cannabis Product Development	45	3.0
CA240	Cultivation Operations	45	3.0
CA260	Dispensary Operations	45	3.0
CA280	Cannabis Tax and Legal Regulations	60	4.0
	Grand Total	**450**	**30.0**

Diploma in Medical Billing and Coding-DE

Length: **10 Months** Campus: **Bangor, Maine**
Credential: **Diploma** Delivery Method: **Online**

The Medical Billing and Coding program is a diploma program that is designed to prepare competent entry-level medical billers and medical coders for positions in physicians' offices, hospitals and clinics. Medical coders are responsible for reviewing providers' clinical documentation, assigning appropriate diagnostic and procedural codes based on official published guidance, querying providers for clarification, and provide feedback to health care providers regarding medical coding assignment or clinical documentation. Medical billers submit medical claims for reimbursement, submit corrected claims, appeal denied claims, apply payments to patient accounts and pursue collections. Medical billers and medical coders must have knowledge of medical terminology, anatomy and physiology, electronic health records, and HIPAA regulations. Graduates from this Medical Billing and Coding program are eligible to sit for various national certifying exams, provided they meet all eligibility criteria. A student can anticipate out-of-class activities that equal approximately two (2) hours for every one (1) hour of lecture. Upon successful completion of this program (see graduation requirements section of the catalog), students can seek or obtain on-site and remote employment as a medical coder and/or medical biller.

Program Outcomes:

At the completion of this program, students should be able to:

- Verify the quality, completeness, and accuracy of medical records.
- Demonstrate competency in abstracting data and managing health information in health records.
- Leverage technology to improve patient care and decrease health care costs.
- Accurately assign diagnostic and procedural codes for insurance billing and reimbursement.
- Understand the revenue cycle management process and its impact to institutional financial health.
- Apply the knowledge to support and actively improve coding integrity and data quality programs.
- Identify opportunities to improve patient quality health care outcomes and metrics reporting through accurately captured health care data.
- Apply the HIPAA Privacy and Security Rule correctly and understand the complexity of protected health information access, use, disclosure, authorization, and amendment.
- Become eligible to apply for certification through AHIMA, AAPC, MAB and/or AMBA.

Course Code	Course Title	Contact Hours	Semester Credit Hours
EH102	Speech	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
HI217	ICD-10-CM Coding	45	3.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO223	CPT Coding	60	4.0
MO280	Electronic Health Records	45	3.0
MO281	Medical Billing	45	3.0
ZO101	Medical Terminology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Grand Total	**540**	**34.0**

School of Nursing

The School of Nursing supports the mission and vision of the University by offering institutionally accredited undergraduate and graduate degree programs. We offer degrees in the nursing field. Students interested in careers in nursing can choose from many options at the diploma, associate, bachelor, and graduate degree levels.

Registered Nursing Programs

Vision

As a professional nurse, the Beal graduate is prepared to provide holistic nursing care to individuals and communities across the lifespan.

Mission

The mission of the Nursing Programs at Beal University is to prepare each student to become a competent, compassionate, and well-respected registered nurse (RN).

Nurse Practitioner Program

Vision

As an advanced practice nurse, the Beal graduate is empowered to provide comprehensive care across the lifespan while improving health outcomes in patients, communities, and populations.

Mission

The mission of the Family Nurse Practitioner program at Beal University is to create a learning environment that fosters advanced critical thinking and clinical reasoning so our graduates can design comprehensive, safe, quality, and culturally competent care as advanced practice registered nurses (APRNs).

The Programs, based on the visions and values of the University accomplishes its missions by:

- Promoting excellence in both didactic and clinical teaching;
- Sharing responsibilities with students for their individual learning;
- Encouraging student use of support services for academic success;
- Partnering with community resources to ensure a current curriculum,
- And respecting the uniqueness of each individual student

Philosophy and Organizing Framework

The Nursing Program philosophy complements the mission and vision of Beal University. Nursing faculty strive to create a student-centered environment of collaboration, lifelong learning, and respect to promote academic excellence and compassionate nursing care.

The nursing faculty believe that individuals are complex beings with biophysical, psychosocial, emotional, spiritual, and cultural needs. As members of humanity, all people deserve respect for their uniqueness, and have the autonomy to contribute to their own health and well-being. Nursing and other healthcare services are available when people are incapable of continuous self-care.

The faculty believes that the practice of nursing is an art and science based on biological, physical, behavioral, and nursing sciences. The faculty believes nursing is a holistic profession, helping patients achieve an independent state of well-being/self-care based on individual differences and respect for human dignity.

The nursing faculty support an educational philosophy that promotes competency, both theoretical and clinical, using a simple to complex learning approach. Since students are adult learners, faculty acknowledge that they are self-directed and take responsibility for their practice of nursing. Students learn experientially, approaching learning as a problem-solving opportunity. Faculty focus on the learning process and less on the content, adopting a role of facilitator rather than lecturer. Strategies such as case studies, role playing, simulations, and self-evaluation are utilized throughout the curriculum. The faculty fosters learning by encouraging the utilization of current technology and all available support systems. (Knowles, 1984).

Master of Science in Nursing Family Nurse Practitioner

Length: **20 / 40 Months** Campus: **Bangor, Maine**
Credential: **Master Degree** Delivery Method: **Hybrid**

The Master of Science in Nursing – Family Nurse Practitioner (MSN-FNP) is a master degree program designed for the experienced nurse who wishes to expand their knowledge in advanced nursing practice. Through theoretical and practical experiences, the curriculum builds upon the nurse's experiences. The MSN-FNP is based on the National League for Nursing Core Values including; a culture of caring, a culture of diversity, a culture of integrity, and a culture of excellence. The MSN-FNP curriculum provides core courses in advanced nursing theory, research and evidence-based practice, leadership, professional role development, health policy and information systems. The curriculum also includes building provider clinician courses that include care and diagnostics across the lifespan. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students eligible to sit for certified Family Nurse Practitioner exam and could seek or obtain advanced employment as a Family Nurse Practitioner or in a Nursing related field(s).

Program Outcomes:

Throughout this program, students will have the opportunity to:

- Apply principles of advanced practice nursing, clinical reasoning, and related sciences to provide high quality, safe, and culturally competent care across the lifespan.
- Evaluate healthcare outcomes using data and technology to improve clinical decision making and quality of care across diverse patient populations.
- Utilize research while integrating theory, evidence-based practice, clinical judgment, and interprofessional perspectives to improve practice and associated health outcomes to enhance patient care.
- Assume leadership roles in the effective provision of culturally responsive, high-quality nursing care while collaborating with interprofessional teams to coordinate and manage advanced practice care of patients across the lifespan.
- Propose quality initiatives, recognizing the value of interprofessional contributions that improve health outcomes across the continuum of care where the advanced practice nurse serves as a change agent.
- Engage in lifelong personal and professional growth through reflective practice and commitment to diversity, equity, inclusion, and belonging.
- Advocate for policies that improve the health of the public while employing collaborative strategies in the design, coordination, and evaluation of patient-centered care.
- Design patient-centered and culturally responsive strategies in the delivery of clinical prevention and health promotion interventions and/or services to individuals, families, communities and various diverse populations.

Course Code	Course Title	Contact Hours	Semester Credit Hours
NU505	Leadership: Transition to the Advanced Practice Role	45	3.0
NU510	Advanced Health Assessment	45	3.0
NU515	Health Promotion of Family and Population Health	45	3.0
NU525	Advanced Pathophysiology	45	3.0
NU535	Research for Evidence Based Practice	45	3.0
NU540	Health Information Management: Promoting Quality and Safety in Healthcare	45	3.0
NU545	Advanced Pharmacology	45	3.0
NU555	Diagnostic Reasoning and Procedures	75	4.0
NU570	Quality and Safety in Healthcare	45	3.0
NU615	FNP 1a Health Promotion and Primary Care of Infants, Children and Adolescents	45	3.0
NP615	FNP 1b Health Promotion and Primary Care of Infants, Children and Adolescents Practicum	128	3.0
NU625	FNP 2a Management of Acute and Chronic Health Conditions in Infants, Children and Adolescents	45	3.0
NP625	FNP 2b Management of Acute and Chronic Health Conditions in Infants, Children and Adolescents Practicum	128	3.0
NU630	The Finance and Economics of Healthcare	45	3.0
NU635	FNP 3a Health Promotion and Primary Care of the Adult/Older Adult	45	3.0
NP635	FNP 3b Health Promotion and Primary Care of the Adult/Older Adult Practicum	128	3.0
NU645	FNP 4a Management of Acute and Chronic Health Conditions in the Adult/Older Adult	45	3.0
NP645	FNP 4b Management of Acute and Chronic Health Conditions in the Adult/Older Adult Practicum	128	3.0
NU655	FNP 5a Capstone Course: Management of Special Issues Across the Lifespan	45	3.0
NP655	FNP 5b Advanced Clinical Experience	192	4.0
	Grand Total	**1,409**	**62.0**

Master of Science in Nursing-DE *Nursing Education Concentration*

Length: **20 Months** Campus: **Bangor, Maine**
Credential: **Master Degree** Delivery Method: **Online**

The Master of Science in Nursing (MSN) program is a master degree program designed to prepare nurses for expanding roles in healthcare and enhance their opportunities for professional advancement. The Master of Science in Nursing (MSN) curriculum provides core courses in nursing theory, research and evidence-based practice, leadership, professional role development, health policy and information systems. The MSN program has two tracks to choose from: Nursing Education and Nurse Executive. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain advanced employment as a Nurse or in a Nursing related field(s).

Program Outcomes:

Throughout this program, students will have the opportunity to:

- Recognize the organizational and systems approach to the promotion of high quality, safe and holistic patient care.
- Defends methods, tools, performance measures, and standards related to quality, as well as apply principles within an organization.
- Apply research outcomes within practice settings, to resolve practice problems, working as a change agent and disseminating results
- Utilizes critical thought to collaborate as a leader and member of interprofessional teams and communities, to manage and coordinate care
- Engage in lifelong personal and professional growth through reflective practice and appreciation of cultural diversity.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Nursing Education Concentration			
NU500	Advanced Nursing Practice: Leading the Future of Healthcare	45	3.0
NU510	Advanced Health Assessment	45	3.0
NU520	Advanced Pathopharmacology	60	4.0
NU540	Health Information Management: Promoting Quality and Safety in Healthcare	45	3.0
NU570	Quality and Safety in Healthcare	45	3.0
NU600	Theoretical Approach to Education	45	3.0
NU610	Leadership: Theoretical and Evidence-Based Practice	45	3.0
NU621	Curriculum Development and Evaluation	70	3.5
NU641	Assessment: The Facilitation of Learning	70	3.5
NU696	MSN Capstone	100	5.0
	Grand Total	**570**	**34.0**

Master of Science in Nursing-DE *Nursing Executive Concentration*

Length: **20 Months** Campus: **Bangor, Maine**
Credential: **Master Degree** Delivery Method: **Online**

The Master of Science in Nursing (MSN) program is a master degree program designed to prepare nurses for expanding roles in healthcare and enhance their opportunities for professional advancement. The Master of Science in Nursing (MSN) curriculum provides core courses in nursing theory, research and evidence-based practice, leadership, professional role development, health policy and information systems. The MSN program has two tracks to choose from: Nursing Education and Nurse Executive. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain advanced employment as a Nurse or in a Nursing related field(s).

Program Outcomes:
Throughout this program, students will have the opportunity to:

- Recognize the organizational and systems approach to the promotion of high quality, safe and holistic patient care.
- Defends methods, tools, performance measures, and standards related to quality, as well as apply principles within an organization.
- Apply research outcomes within practice settings, to resolve practice problems, working as a change agent and disseminating results
- Utilizes critical thought to collaborate as a leader and member of interprofessional teams and communities, to manage and coordinate care
- Engage in lifelong personal and professional growth through reflective practice and appreciation of cultural diversity.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Nurse Executive Concentration			
NU500	Advanced Nursing Practice: Leading the Future of Healthcare	45	3.0
NU510	Advanced Health Assessment	45	3.0
NU520	Advanced Pathopharmacology	60	4.0
NU540	Health Information Management: Promoting Quality and Safety in Healthcare	45	3.0
NU570	Quality and Safety in Healthcare	45	3.0
NU610	Leadership: Theoretical and Evidence-Based Practice	45	3.0
NU630	The Finance and Economics of Healthcare	45	3.0
NU651	Quality Assurance, Patient Safety and Regulatory Compliance	70	3.5
NU671	Current Issues in Healthcare Policy	70	3.5
NU696	MSN Capstone	100	5.0
	Grand Total	**570**	**34.0**

Bachelor of Science in Nursing

Length: **30 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Hybrid**

The Bachelor of Science in Nursing (BSN) program is a Bachelor of Science degree designed to prepare students for entry-level nursing roles. The program fosters and develops the compassion, clinical reasoning, problem solving, leadership, and health promotion skills needed in nursing today. The BSN curriculum combines nursing and general education courses to provide a sound theoretical base for the practice of nursing. The BSN program is a full-time commitment requiring participation in daytime lecture/lab classes, and daytime, evening, and weekend clinical rotations throughout the calendar year. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of catalog), students will be able to sit for the NCLEX RN exam and can seek or obtain entry-level employment as nurse or in a nursing related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Utilize the nursing process, incorporating current evidenced-based practices, to provide holistic, culturally competent nursing care while fostering a culture of caring, diversity, integrity and excellence.
- Demonstrate critical thought to develop clinical judgment and decision-making skills for safe, high quality, patient-centered care while adhering to nursing standards of practice.
- Communicate meaningfully with individuals, families, and healthcare team members to coordinate comprehensive nursing care across the lifespan.
- Apply principles of evidence-based practice and nursing research to improve healthcare outcomes, demonstrating commitment to lifelong learning and professional growth.
- Utilize technology and informatics to enhance patient safety and quality of care while promoting collaboration among healthcare teams.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
IDS325	Pathophysiology	60	4.0
IDS375	Bioinformatics	60	4.0
IDS450	Holistic Approaches to Healthcare	60	4.0
NU100	Introduction to Foundational Nursing Concepts	75	4.0
NU125	Foundational Nursing Concepts II	120	5.0
NU140	Pharmacology and the Nursing Process	45	3.0
NU180	Nursing Concepts Across the Life Span 1	165	6.0
NU215	Nursing Concepts Across the Life Span II	151	5.0
NU235	Nursing Concepts Across the Life Span III	166	6.0
NU260	Nursing Concepts Across the Life Span IV	166	6.0
NU315	Professional Nursing	105	4.0
NU350	Evidence-Based Practice in Healthcare	60	4.0
NU420	Community and Population Health Nursing	141	5.0
NU425	Transcultural Perspectives in Healthcare	60	4.0
NU460	Leadership: Trends in the Changing Healthcare Environment	60	4.0
NU490	BSN Capstone: Transitions to Nursing Practice	120	5.0
ZO211	Microbiology	75	4.0
	Subtotal	**1,689**	**77.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN330	Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
ZU310	Genetics	60	4.0
	Subtotal	**675**	**43.0**
	Grand Total	**2,364**	**120.0**

For this program, minimum academic requirements are a cumulative grade point average of 2.50 or better and a 66.66% completion rate. For **other course grade requirements**, please refer to the section "Grading System". For **all required prerequisites,** please refer to course descriptions.

The Nursing Program keeps current with healthcare trends and technology in order to prepare students for the challenges of the nursing profession. The curriculum is subject to change in order to comply with the requirements of the Maine State Board of Nursing (MSBN), accreditation agencies, clinical facilities, and/or the University.

Note: The MSBN may refuse to grant a license to graduates of any Nursing program on the basis of criminal history record information relating to convictions denominated in Title 5, Chapter 341, sub-section 5301 of the Maine Revised Statutes Annotated.

Program- specific student handbook - The Bachelor degree in Nursing has a supplemental student handbook that relates directly to the program details. This provides additional information for enrolled students.

Bachelor of Science RN-BSN-DE

Length: **14 / 26 Months** Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree** Delivery Method: **Online**

The RN-BSN program is a Bachelor of Science degree that is designed to be a completion program that continues the education of the professional nurse in order to meet the demands on nursing in today's complex healthcare environment. The RN-BSN graduates are valued for their abilities to critically think, demonstrate leadership, case management, engage in health promotion, and for their ability to practice across a variety of healthcare settings. This program develops nurses in the generalist role in alignment with the Essentials of Baccalaureate Education (AACN). Upon successful completion of the program (see graduation requirements section of the catalog), students can seek employment as a Nurse or students can expand their career as a professional nurse in clinical practice, administration, nursing education and nursing leadership in a Nursing related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Utilize the nursing process to construct safe, evidence-based, client-centered, and culturally competent, holistic approaches for care to diverse individuals and populations. All while providing a culture of caring, diversity, integrity and excellence.
- Communicate and collaborate professionally with individuals, families, and members of the interdisciplinary healthcare team incorporating informatics, technology literacy, current evidence-based practice, and nursing research.
- Collaborate as a responsible and accountable member of the healthcare team, utilizing critical thought to further develop clinical judgment and decision-making skills to provide safe, quality, patience-centered care, incorporating a culture of caring, diversity, integrity and excellence.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
	Transfer Credit from Associates Degree	1,180	52.0
IDS325	Pathophysiology	60	4.0
IDS375	Bioinformatics	60	4.0
IDS450	Holistic Approaches to Healthcare	60	4.0
NU300	Professional Nursing Practice	60	4.0
NU350	Evidence-Based Practice in Healthcare	60	4.0
NU410	Population Health in Nursing	60	4.0
NU425	Transcultural Perspectives in Healthcare	60	4.0
NU460	Leadership: Trends in the Changing Healthcare Environment	60	4.0
NU475	BSN Capstone	90	6.0
	Subtotal	**1,750**	**90.0**
General Education Requirements			
	Transfer Credit from Associates Degree	240	16.0
GEN305	Advanced Written Communications	45	3.0
GEN330	Philosophy	45	3.0
MS315	Statistics	60	4.0
ZU310	Genetics	60	4.0
	Subtotal	**450**	**30.0**
	Grand Total	**2,200**	**120.0**

Associate of Applied Science in Nursing

Length: **20 Months** Campus: **Bangor, Maine & Wilton, Maine**
Credential: **Associate of Applied Science Degree** Delivery Method: **Hybrid**

The Nursing program is an academic associate of applied science degree (ADN) that is dedicated to fostering and nurturing the compassion, clinical reasoning, problem solving, and lifelong learning skills needed by practitioners in the nursing profession today. The nursing curriculum combines nursing and general education courses to provide a sound theoretical base for the practice of nursing. The nursing program is a full-time commitment requiring participation in daytime lecture/lab classes, and daytime, evening, and weekend clinical rotations throughout the calendar year. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include, but are not limited to, reading and problem-solving exercises, projects, research, written papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of catalog), students will be able to sit for the NCLEX Rn exam and can seek or obtain entry-level employment as nurse or in a nursing related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Utilize the nursing process, incorporating evidenced-based practices, to provide holistic nursing care for individuals and families across the life span, in health, during illness, and in recovery;
- Communicate professionally with individuals, families, and members of the healthcare team, using a variety of methods, including informatics;
- Collaborate as a responsible and accountable member of the healthcare team to provide safe, quality, patient-centered care, within the legal and ethical boundaries of the nursing profession.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Core Requirements			
NU100	Introduction to Foundational Nursing Concepts	75	4.0
NU125	Foundational Nursing Concepts II	120	5.0
NU140	Pharmacology and the Nursing Process	45	3.0
NU180	Nursing Concepts Across the Life Span I	165	6.0
NU215	Nursing Concepts Across the Life Span II	151	5.0
NU235	Nursing Concepts Across the Life Span III	166	6.0
NU260	Nursing Concepts Across the Life Span IV	166	6.0
NU275	ADN Transition to Nursing Practice	152	4.0
ZO211	Microbiology	75	4.0
	Subtotal	**1,115**	**43.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	English Composition	45	3.0
MS110	College Algebra	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
SC101	Introduction to Sociology	45	3.0
PY202	Lifespan Development	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**420**	**26.0**
	Grand Total	**1,535**	**69.0**

For this program, minimum academic requirements are a cumulative grade point average of 2.50 or better and a 66.66% completion rate. For **other course grade requirements**, please refer to the section "Grading System". For **all required prerequisites,** please refer to course descriptions.

The Nursing Program keeps current with healthcare trends and technology in order to prepare students for the challenges of the nursing profession. The curriculum is subject to change in order to comply with the requirements of the Maine State Board of Nursing (MSBN), accreditation agencies, clinical facilities, and/or the University.

Note: The MSBN may refuse to grant a license to graduates of any Nursing program on the basis of criminal history record information relating to convictions denominated in Title 5, Chapter 341, sub-section 5301 of the Maine Revised Statutes Annotated.

Program- specific student handbook - The Associate degree in Nursing has a supplemental student handbook that relates directly to the program details. This provides additional information for enrolled students.

Diploma in Practical Nursing

Length: **10 Months** Campus: **Bangor, Maine**
Credential: **Diploma** Delivery Method: **Hybrid**

The Practical Nursing (PN) is a diploma program that prepares the graduate for entry into nursing practice. Nursing is considered an art and science. As a practical nurse you will be expected to reflect and respond to an ever-changing healthcare environment. Practical nurses utilize clinical judgment, quality improvement, informatics, teamwork and collaboration to provide safe, culturally competent patient centered care. As a PN generalist, the PN graduate leads, manages, and provides direct care to individuals, families, and groups across various healthcare environments. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of catalog), students will be able to sit for the NCLEX-PN and can seek or obtain entry-level employment as nurse or in a nursing related field.

Mission:
The mission of the Practical Nursing program at Beal University is to prepare each student to become a competent, compassionate, and well-respected practical nurse (PN).

Program Outcomes
Throughout this program, students will have the opportunity to:

- Provide safe, competent, holistic, patient-centered, culturally appropriate care to individuals and communities in a variety of settings.
- Incorporate quality improvement activities based on evidence based clinical judgement to improve patient care within the scope of practice of the Practical Nurse.
- Participate in the collaboration and teamwork to improve overall wellness; this includes the interprofessional team, the patient, and the family, throughout the lifespan.
- Advocate for the Practical Nurses unique role within the healthcare system, with special emphasis on the management of long-term, chronic care of the underserved and other vulnerable populations.

Course Code	Course Title	Contact Hours	Semester Credit Hours
MS110	College Algebra	45	3.0
NU140	Pharmacology and the Nursing Process	45	3.0
PN100	Introduction to Practical Nursing	60	3.0
PN125	Lifespan Considerations in Practical Nursing I	120	5.0
PN160	Lifespan Considerations in Practical Nursing II	141	5.0
PN175	Lifespan Considerations in Practical Nursing III	141	5.0
PN180	Transition to Practice - PN	30	2.0
PY202	Lifespan Development	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Grand Total	**777**	**37.0**

For this program, minimum academic requirements are a cumulative grade point average of 2.50 or better and a 66.66% completion rate. For **other course grade requirements**, please refer to the section "Grading System". For **all required prerequisites,** please refer to course descriptions.

The Nursing Program keeps current with healthcare trends and technology in order to prepare students for the challenges of the nursing profession. The curriculum is subject to change in order to comply with the requirements of the Maine State Board of Nursing (MSBN), accreditation agencies, clinical facilities, and/or the University.

Note: The MSBN may refuse to grant a license to graduates of any Nursing program on the basis of criminal history record information relating to convictions denominated in Title 5, Chapter 341, sub-section 5301 of the Maine Revised Statutes Annotated.

Program- specific student handbook - The Diploma in Practical Nursing has a supplemental student handbook that relates directly to the program details. This provides additional information for enrolled students.

Course Descriptions

AC111 Principles of Accounting I **3 Semester Credit Hours**
Prerequisite: None
Principles of Accounting I introduces the student to the principles and practices of accounting and its interrelationship with other aspects of the business world. Emphasis is placed on the functional approach as well as the analytical approach to business transactions utilized in the development of financial statement presentation. The business cycles of service, merchandising and manufacturing companies, as well as the different forms of business organization (sole proprietorship, partnership and corporation) will be studied.

AC112 Principles of Accounting II **3 Semester Credit Hours**
Prerequisite: AC111
As a continuation of AC111, this course provides the student opportunities to analyze the various components of the Balance Sheet. Topics include principles and controls related to cash, receivables and inventory, calculation of fixed asset cost and depreciation, and accounting for current and long-term liabilities. The student will also study the preparation of the Statement of Cash Flows.

AC117 Computerized Accounting **4 Semester Credit Hours**
Prerequisite: AC111
This course will provide the student with a working knowledge of a computerized double-entry accounting system. The student will serve as a practicing accountant for simulated service and retail companies and handle all business transactions from journalizing to the preparation of financial statements. The student will also complete the set-up of a new company in the computerized system.

AC120 Payroll Accounting **3 Semester Credit Hours**
Prerequisite: None
This course focuses on computing and paying wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records. The student will also study government laws and regulations as they relate to payroll.

AC203 Managerial Accounting **3 Semester Credit Hours**
Prerequisite: AC111
This course introduces the student to the use of, rather than the construction of, accounting records and financial statements from the internal standpoint. The topics covered encompass analysis and interpretation of financial data, cost-volume profit changes, ratios, trends, budgets, decision-making and product costing.

AC208 Computerized Accounting II **4 Semester Credit Hours**
Prerequisite: AC203
This course is designed to allow the student to learn the use of electronic spreadsheets for financial planning, preparation of financial reports, and "what-if" analysis. The student will be introduced to the fundamentals of creating spreadsheets and provided data with which to prepare the spreadsheets. Topics include depreciation schedules, inventory pricing, calculation of ratios, budgets, and cost-volume-profit analysis.

AC210 Federal Taxes **3 Semester Credit Hours**
Prerequisite: AC112
This course introduces the student to the IRS Tax Code. It covers the basic 1040 form and various schedules essential to its completion. Course content includes such topics as tax determination, gross income inclusions and exclusions, self-employment and itemized deductions. Tax publications are used to assist the student in researching tax problems and completing tax forms.

BA100 Introduction to Business **3 Semester Credit Hours**
Prerequisites: None
The Introduction to Business course familiarizes students with what a business is, how it operates, and how it is managed. This basic course includes discussions of the economic setting of business, the structure of business, business finances, management, ethical and social responsibilities, marketing, and physical distribution of goods and services. The information from this course acts as a foundation for more specialized courses in business. Students will utilize their critical thinking and problem solving skills with realistic business problems they will likely encounter in their professional lives.

BA101 Business Law **3 Semester Credit Hours**

Prerequisites: None

The objective of this course is to provide the student with an overview of law as it applies to business. The course will explain the basics of the legal system and legal process. The student will gain an in-depth understanding of the fundamentals of contract law and learn how to apply these concepts to particular situations. The student will then learn how the fundamentals of contract law can assist in understanding other aspects of business law.

BA104 Principles of Marketing **3 Semester Credit Hours**

Prerequisites: None

This course is designed to give the student a basic understanding of the role of marketing in an organization. Topics include assessing the marketplace, capturing value, developing marketing strategies, segmentation, targeting, positioning, product strategy, and branding. Students will create a marketing plan, as well as become familiar with marketing and advertising techniques of national companies.

BA105 Human Resource Management **3 Semester Credit Hours**

Prerequisite: None

The purpose of this course is to provide the student with a foundation in current practices relating to the utilization and management of human resources. It covers such topics as recruiting, job interviewing, personnel testing, compensation and benefits, equal employment opportunity, affirmative action, job design and analysis, training and development, performance appraisals and labor relations.

BA110 Motivational Interviewing for the Business Professional **3 Semester Credit Hours**

Prerequisite: BA105

This course is designed to introduce the student to Motivational Interviewing (MI) techniques, and application of these techniques in a variety of business settings. Focus will be on understanding the core concepts of theories of change and Motivational Interviewing, and learning the specific interviewing skills associated with MI. Students will learn how to utilize the MI skills in domains such as employee engagement, coaching employees in areas of job performance, and in dealing with difficult employee challenges.

BA205 Organizational Behavior **3 Semester Credit Hours**

Prerequisite: None

In this course, the student will study the individual, the group, and the organizational system with a focus on their independent and cooperative behaviors in the workplace. A wide range of issues will be examined including attitudes, emotions, values, perceptions, decision making and motivation. Communication, leadership, teamwork, power, politics, conflict, and negotiation are also studied. Additionally, differences in organizational culture, change, and stress management are explored.

BA208 Business Management **3 Semester Credit Hours**

Prerequisite: None

This course is designed to provide students with the skills necessary to become effective supervisors and managers utilizing the five functions of management, which are planning, organizing, staffing, leading, and controlling. Topics include decision making and problem solving, communication and motivation, appraising and disciplining employees.

BA209 Management Communications **3 Semester Credit Hours**

Prerequisite: None

Communication technologies are reshaping how managers communicate in the workplace. With a focus on the skills and strategies needed to reflect current business practices in the 21st century, this course examines all the tools necessary to successfully navigate through the complexity of today's business communication environment. Emphasis is placed on listening and on a strong workplace orientation, building critical skills in both oral and written communication, from memos and letter writing to research proposals, presentations and reports. The construction of multi-media presentations, e-mails, job applications, resumes and cover letters, interviewing, and telephone technique are also covered. Case studies provide the student with an opportunity to participate in decisions managers have had to make on a variety of issues/problems and the effect that listening, relationship, and communication had on these outcomes.

BA210 Ethics in Business **3 Semester Credit Hours**

Prerequisite: None

This course further develops the application of ethical behavior in a business environment. Through the use of case studies and analysis, the course explores and prepares the student for the professional work place and illustrates and relates how a corporation's code of ethics transfers to day-to-day, operational decision making. A global emphasis also allows students to see the impact of ethical decisions from a global perspective. Topics include the ethics of human conduct, decision making, morality, behavior, equality, human rights, legal aspects, and the environment.

BA220 Organizational Strategic Planning **3 Semester Credit Hours**

Prerequisites: None

This course provides an overview and applications of strategic planning, theories, methods, and group processes in different organization environments. Starting with forecast and scenarios to developing mission, vision and value statements. Development of strategies to achieve the vision(s).

BA225 Strategic Negotiation for Business **3 Semester Credit Hours**

Prerequisites: None

Many people are turned off by sales and negotiations, but they can both be fun. Upon successful completion of this course students will be significantly more comfortable with sales and negotiations. Student will examine the sales process and techniques used to maximize returns for both sides of the table. This course focuses on tracking sales accounts, projecting outcomes, and negotiating agreements.

BA300 Principles of Finance **3 Semester Credit Hours**

Prerequisites: None

This course provides basic principles involved in the process of making financial decisions. Topics include the time value of money, ratio analysis of financial statements, leverage, cash flow and working capital and the relationship of risk to return.

BA305 International Business **3 Semester Credit Hours**

Prerequisites: None

This course focuses on the opportunities and threats of the complex environment of international business, with an emphasis on the unique problems involved in managing international operations. Main topics include the relevance of the foreign economic, political, legal, and cultural environment, international market analysis, foreign exchange risk management, international human resource management, and import/export transactions.

BA310 Law and Ethics **3 Semester Credit Hours**

Prerequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

BA315 Strategic Management **3 Semester Credit Hours**

Prerequisites: None

This course introduces the key concepts, tools, and principles of strategy formulation and competitive analysis. It is concerned with managerial decisions and actions that affect the performance and survival of business enterprises. The course is focused on the information, analyses, organizational processes, and skills and business judgment managers must use to devise strategies, position their businesses, define firm boundaries and maximize long-term profits in the face of uncertainty and competition.

BA320 Project Management **3 Semester Credit Hours**

Prerequisites: None

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

BA325 Human Resource Executive Management **3 Semester Credit Hours**

Prerequisites: None

The human resource function of modern organizations is critical, as people are our most important resource. The course is a survey of principles, practices, theory, and current issues facing organizations as related to attracting, selecting, and maintaining a productive workforce in today’s competitive operating environment.

BA330 Operations Management **3 Semester Credit Hours**

Prerequisites: None

This course is an introduction to the concepts, principles, problems, and practices of operations management. Emphasis is on managerial processes for effective operations in both goods-producing and service-rendering organization. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations of an organization.

BA335 Leadership & Management **3 Semester Credit Hours**

Prerequisites: None

This course is designed to examine leadership and management issues regularly faced by public sector professionals. This course will focus on topics of motivation, decision making, communication, conflict management, group dynamics, and organizational change, with more attention being paid as to how these issues relate. Such discussions of theory with practical application are intended to improve an organization's effectiveness when considering the professional.

BA340 Marketing and Public Relations **3 Semester Credit Hours**

Prerequisites: None

An introduction to the process of creating and fulfilling consumer and organizational needs through strategies involving the conception, pricing, promotion and distribution of ideas, goods, and services in a market economy.

BA345 E-Marketing **3 Semester Credit Hours**

Prerequisites: None

This course has three main objectives: 1. Students will gain industry background knowledge to knowledgeably navigate Internet Marketing topics including online advertising, search, social media, and online privacy. 2. Students will learn to quantitatively and qualitatively evaluate an experiment to measure the effectiveness of business decisions and online advertising effectiveness in particular. Students will also gain knowledge to design and implement an experiment. 3. Students will learn and apply best practices for social media marketing.

BA350 Small Business Strategies **3 Semester Credit Hours**

Prerequisites: None

A course on how to start and operate a small business. The course includes facts about a small business, essential management skills, the actual preparation of a business plan, understanding financial statements, marketing strategies, and legal and accounting issues.

BA360 Principles of Budgets **3 Semester Credit Hours**

Prerequisites: None

This course will offer a current approach to the fundamentals of budgeting and financial management with an emphasis on non-profit and health care organizations.

BA500 Ethical Leadership and Management **3 Semester Credit Hours**

Pre-requisites: None

This course equips students with critical leadership skills and a solid understanding of the ethical theories they need to become effective business leaders in today's turbulent times. The course explores the latest thinking in leadership theory and contemporary practices at work within organizations throughout the world. The course closely connects theory to recent world events, such as the Wall Street meltdown, ethical scandals, and political turmoil. Students examine emerging topics like leadership, vision, courage, leading virtual teams, and making ethical leadership decisions.

BA520 Organizational Behavior **3 Semester Credit Hours**

Pre-requisites: None

This course surveys the major field of management, examining structures and processes on both group and organizational levels. Both traditional and contemporary theories are analyzed and applied to business operations.

BA525 Social and Legal Environment of Business **3 Semester Credit Hours**
Pre-requisites: None
This course reviews current laws and regulations that impact on the operations of a business. It employs an interdisciplinary approach to the study of law, utilizing elements of political economy, international business, ethics, social responsibility and management theory.

BA550 The Digital Economy **3 Semester Credit Hours**
Pre-requisites: None
This course emphasizes the importance of economic theories in the context of digital transformation. You gain an understanding of how to approach business problems related to digitalization within the world economy. You apply and discuss economic theories and how they can help to analyze, understand, and solve business problems.

BA580 Financial Statement Analysis **3 Semester Credit Hours**
Pre-requisites: None
This course is designed to help students understand how to use and analyze financial statements for making valuation and business decisions. The focus is on the use of financial statements rather than preparation.

BA600 Financial Management **3 Semester Credit Hours**
Pre-requisites: None
This course applies corporate finance concepts to make management decisions. Students learn methods to evaluate financial alternatives and create financial plans. Other topics include cash flows, business valuation, working capital, capital budgets, and long-term financing.

BA650 Managing in a Changing Environment **3 Semester Credit Hours**
Pre-requisites: None
This course covers the skills and techniques managers need to provide leadership and direction within a changing organizational environment. Students will examine fast-paced changes including evolving demographics and emerging technologies and how they relate to innovative talent management, leadership, and managerial responses to addressing future organizational challenges.

BA675 Marketing: Social, Mobile and Analytics **3 Semester Credit Hours**
Pre-requisites: All 500 and 600 level courses except BA690
In this course, you learn to develop marketing strategies, consider how to communicate value to target markets, learn the importance of branding, and look at marketing through digital and social media lenses and the relevance of legacy marketing approaches. You will practice these concepts and apply them by creating your own strategic marketing plan. Your strategic marketing plan is an important preparation for your capstone course, where you will assemble a complete business plan.

BA690 Strategic Planning & Implementation (Capstone) **6 Semester Credit Hours**
Pre-requisites: All 500 and 600 level courses.
This capstone course integrates concepts from all prior courses in the program. Students apply the concepts of strategic planning and implementation to create sustainable, competitive advantage for an organization. Other topics include environmental scanning, strategic analysis, corporate social responsibility, implementation and evaluation, and risk management. Students will complete a business plan.

BIO210 Biology **4 Semester Credit Hours**
Prerequisites: None
Topics covered in the course include: chemistry of life, cell structure and membranes, cellular functions (metabolism, respiration, photosynthesis, communication, and reproduction), genetics (inheritance patterns, DNA structure and function, gene expression, and biotechnology), and evolution. This course involves both lecture and lab components.

BIO215 Physiology **4 Semester Credit Hours**
Prerequisites: ZO115, ZO116
The focus of this course will be the nervous system, muscle physiology, and special senses. Discussions will include ion movement, action potentials, synapses & receptors, the central, peripheral and autonomic nervous systems, excitation-contraction coupling in skeletal muscle and the mechanisms specific to vision, hearing, smell & taste, in addition to the somatosensory system.

BIO250 Molecular Biology **4 Semester Credit Hours**

Prerequisites: None

A thorough examination of the basic structure and function of cells, with an emphasis on eukaryotic cell biology. The objective is to use knowledge of molecular biology to interpret results and draw conclusion about research findings and technological applications. Topics include cell-cycle growth and death; protein structure, DNA replication, repair, and recombination; gene expression; RNA processing; and molecular transport, traffic, and signaling. Discussion also covers the application of recombinant CAN, genetic engineering, and other current molecular biology technology. This course involves both lecture and lab components.

BIO270 Virology / Infectious Diseases **4 Semester Credit Hours**

Prerequisites: ZO211

The course is a study of infectious diseases. Attention is given to nomenclature, classification, symptomology, prevention and treat parasitic, viral, bacteria, and viral and fungal infections.

BIO320 Environmental Biology **3 Semester Credit Hours**

Prerequisites: None

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

BIO330 Biochemistry **4 Semester Credit Hours**

Prerequisites: BIO210

The course discussed the major classes of biomolecules and the metabolism of these molecules. This course is designed to provide an understanding of the relationship between the components of food and the components of living organisms. Special attention is paid to biochemistry in the context of human nutrition.

BIO380 Immunology **4 Semester Credit Hours**

Prerequisites: BIO210

This course discussed the principles of immunology including: development of the immune system, innate immunity, immunoglobulin structure and genetics, antigen-antibody reactions, the major histocompatibility complex reactions and antigen presentation, T cell receptors (genetics, structure, selection), T cell activation and effector functions, anergy and apoptosis, cytokines, phagocytic cell function, immune responses to infectious organisms and tumors, autoimmune diseases, autoimmunity, allergies, and immune deficiencies.

BIO410 Kinesiology **3 Semester Credit Hours**

Prerequisites: BIO215

This course covers the principles of kinesiology with an emphasis on biomechanical function and movement patterns, including osteokinematics, arthrokinematics, normal gait cycle, and optimal posture. This course also includes kinesiology principles with an emphasis on biomechanical function. Students apply concepts of resistance, forces, and positioning to specific muscles and movement patterns by studying anatomical models of joints and muscles and other visual aids to enhance understanding of anatomy and movement.

BIO420 Developmental Biology **4 Semester Credit Hours**

Prerequisites: BIO210, BIO330

This course covers the current understanding of the molecular mechanisms that regulate animal development. Evolutionary mechanisms are emphasized as well as the discussion of relevant diseases. Vertebrate (mouse, chick, frog, fish) and invertebrate (fly, worm) models are covered. Specific topics include formation of early body plan, cell type determination, organogenesis, morphogenesis, stem cells, cloning, and issues in human development. This course involves both lecture and lab components.

CA201 Introduction to Cannabis I **4 Semester Credit Hours**

Prerequisite: None

This course will introduce students to the many types and uses of cannabis, including as fiber, oilseed, essential oil, recreational substance, and therapeutic treatment. Students will learn about cannabinoid chemistry and the endocannabinoid system in humans.

CA202 Introduction to Cannabis II **4 Semester Credit Hours**
Prerequisites or co-requisite: CA201
This course will introduce students to the prehuman and early history of cannabis, the contemporary history of cannabis, as well as cannabis ecology, reproduction, morphology, cultivation, and sustainability.

CA220 Cannabis Product Development **3 Semester Credit Hours**
Prerequisites: None
Co-requisite: CA201
This course will teach students how to bring a cannabis product to market. Special attention will be paid to product development best practices, including market considerations, using data to inform the business plan, product development timelines, launching the product, and continuous improvement.

CA240 Cultivation Operations **3 Semester Credit Hours**
Prerequisites: BA100
Co-requisite: CA202
This course covers best practices associated with cannabis cultivation operations. Topics covered will include regulatory and legal considerations, as well as cannabis cultivation, processing, transportation, and disposal. This course also covers facility requirements related to cannabis cultivation, cannabis plant monitoring systems for tracking seed to sale, preparing for inspections, and biosecurity measures.

CA260 Dispensary Operations **3 Semester Credit Hours**
Prerequisites: BA100
Co-requisite: CA201
This course covers best practices associated with both adult-use (retail) and medical dispensary operations. Topics covered will include regulatory and legal considerations, branding and marketing, and operational considerations.

CA280 Cannabis Tax and Legal Regulations **4 Semester Credit Hours**
Prerequisite: BA101
Co-Requisite: CA201
The course will discuss current federal and state legal regulations pertaining to the cannabis industry.

CHEM240 Chemistry **4 Semester Credit Hours**
Prerequisites: None
Principles of chemistry dealing with the structure of matter, periodic system, chemical bonding, formulas and equations are studied in this course. Laboratory work provides an opportunity to see the applications of these chemical principles. This course involves both lecture and lab components.

CHEM241 Chemistry II **4 Semester Credit Hours**
Prerequisites: CHEM240
Continuation of CHEM240, treating solutions, rates of reactions, chemical equilibrium, electrochemistry, chemistry of selected elements, and an introduction to organic chemistry. This course involves both lecture and lab components.

CHEM300 Organic Chemistry **4 Semester Credit Hours**
Prerequisites: CHEM240
This course deals with the chemical principles involved in organic reactions. Emphasis is placed on compounds in the aliphatic series. The laboratory enhances lecture material by illustrating methods of preparation, purification and characterization of organic compounds using accepted techniques. This course involves both lecture and lab components.

CHEM301 Organic Chemistry II **4 Semester Credit Hours**
Prerequisites: CHEM300
Continuation of CHEM300, derivation of these principles from a study of the properties, preparations and interrelationships of the important classes of organic compounds. This course involves both lecture and lab components.

CS115 Introduction to Computer Concepts and Applications **3 Semester Credit Hours**
Prerequisite: None
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and the use of software applications for working with word documents, spreadsheets, databases and presentations.

CST110 Network Security **4 Semester Credit Hours**
Prerequisite: None
Network Security introduces network security and cryptography. Students will learn about core computer system security, OS hardening and virtualization, application security, network design elements and corresponding threats, security network media, encryption levels, hardware and software components, and forensic techniques. Troubleshooting techniques will also be emphasized. Finally, students will be presented with an opportunity to practically apply the concepts and theories throughout the course with a host of labs and simulations specific to key course content.

CST115 Network & Security Fundamentals **4 Semester Credit Hours**
Prerequisite: None
Network & Security Fundamentals will cover key network fundamentals, such as LANS, WANs, Ipv4 addressing and sub-netting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting. Students will develop problem-solving skills and additional means to proactively configure, secure, and consistently analyze each of these systems through a variety of labs and simulations.

CST120 Ethical Hacking and System Security **4 Semester Credit Hours**
Prerequisite: None
Ethical Hacking and System Security provides students with a balanced approach of ethical hacking procedures and guidelines and the corresponding practical skills that will enable students to utilize tools and resources to protect and secure their system. Students will be presented with essential concepts that illustrate ethical and hacking principles.

CST125 Information Security **3 Semester Credit Hours**
Prerequisite: None
Information Security is designed to offer students a broad perspective of the entire field of information security. Students will learn key information security terms, the history of information security, and an overview of how to properly manage information security.

CST130 Introduction to Programming **3 Semester Credit Hours**
Prerequisite: None
Introduction to Programming provides an introduction to fundamental programming skills. Students will learn to follow the problem-solving process when coding. Students will be introduced to concepts that include control statements, strings, lists, dictionaries, and how to design using functions. In addition, students will also be introduced to simple graphics, image processing, and instructed on how to design with classes. Finally, students will also be introduced to graphical user interfaces, multithreading, client/server programming, and the principles of searching, sorting, and complexity analysis.

CST210 Cloud Computing with Security **3 Semester Credit Hours**
Prerequisite: None
Cloud Computing with Security is designed to provide students with an overview of the concepts, technology, and architecture of cloud computing. Students will be introduced to the material from an industry-centric and vendor-neutral point of view.

CST215 Digital Forensics **3 Semester Credit Hours**
Prerequisite: CST125
This course will provide students with a combination of theoretical concepts, processes, and techniques to perform computer and digital based forensic investigation and analysis. The student will gain an understanding of the techniques and practices associated with gathering, preparing, and analyzing information and digital artifacts to perform root cause analysis in support of breach investigation and incident response. In addition, students will be introduced to cyber-crime investigation involving computers and other technological devices and resources. Students will apply these concepts, tools, and techniques through a host of hands-on projects. Throughout the course, students will learn how to effectively and efficiently illustrate the process, procedures, ethical considerations, legal/compliance requirements, and reporting associated with the various computer forensic investigations presented in this course.

CST220 Data Privacy and Security **3 Semester Credit Hours**

Prerequisite: None

A critical evaluation of data privacy, protection, and security issues that face the United States, including federal vs. state regulation, cross-border data sharing, constitutionality, civil liberties, agencies, and enforcement. Scope to include personal, corporate, and governmental issues that include but are not limited to financial, health, educational, and other critical infrastructure data and security. In continuation we will examine the Fourth Amendment Privacy, law, international policy (GPDR, PIPEDA, UK GDPR, IGF), and domestic policy (FERPA, GLBA, COPPA, HIPPA).

CST225 Secure Wireless Networks **3 Semester Credit Hours**

Prerequisite: None

Secure Wireless Networks provides an introduction to wireless data communications. Students will learn the fundamentals of wireless communication, including protocols, transmissions, and standards that make the communication possible and secure. Technologies for wireless network capabilities will also be discussed.

CST240 Security Countermeasures **3 Semester Credit Hours**

Prerequisite: CST120

This course will provide students with the fundamental concepts associated with intrusion detection, prevention concepts for various systems, and the corresponding skills associated with developing a security policy. In coordination with the security policy, students will also learn how to implement the security policy by first establishing Network Address Translation and then continuing that process by learning concepts and practices associated with packet filtering, installing proxy servers, firewalls, and Virtual Private Networks (VPN). In addition, students will also be introduced to the concepts associated with cryptography, perimeter defense and security countermeasures in networks.

CST245 Advanced Network & Security Fundamentals **4 Semester Credit Hours**

Prerequisite: CST115

Advanced Network & Security Fundamentals will cover key network fundamentals, such as LANS, WANs, Ipv4 addressing and sub-netting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting. Students will build on previous coursework with advanced work specific to proactively assess and analyze networks and systems to configure, secure, and consistently analyze each of these systems through a variety of labs and simulations.

CST260 Introduction to Cyber Crime and Homeland Security **3 Semester Credit Hours**

Prerequisite: None

This course provides students with a comprehensive foundation of concepts and drivers behind the evolving world of cybercrime and how it could impact their personal lives and the organization that they represent. Students will learn the various elements of cybercrime including its history, types, forms, sources, current and evolving trends, and frequency. In addition, students will also be exposed to the domestic and global responses to cybercrime. Building on these topics, students will be presented with a host of challenges and issues that they could expect to see as a cybersecurity professional when responding to or pro-actively preparing for the various forms of cybercrime. Utilizing the concepts and techniques presented in this course, students will then be asked to create a solution to either solve the immediate problem, provide a long-term solution, or create a pro-active countermeasure to potential threats.

CST295 System Analysis and Design **4 Semester Credit Hours**

Prerequisite: None

This course presents students with a thorough understanding of systems analysis and design. This course will provide essential concepts and techniques that will enable the students to learn how to analyze business needs and then manage systems, projects, utilize various modeling plans, and design data and the overall system architecture. Further, students will also learn to manage the implementation of a new system in a business environment and then, create and execute the steps associated with managing systems support and security efforts for the organization. Students will have an opportunity to apply these concepts to a series of real-world examples and case studies throughout the course. These examples and case studies will require the student to apply critical thinking skills to assess, analyze, and evaluate the overall situation. Based on the evaluation of these situations, students will be asked to apply the concepts and techniques introduced in this course to create a solution that meets the needs and requirements of the organization.

CST340 Cybersecurity and Geopolitics **3 Semester Credit Hours**

Prerequisite: None

In an increasingly digital world, the cyberspace domain has become a critical arena for global power dynamics, national security, economic competition, and international relations. This course explores the geopolitical implications of cyberspace, examining how states, non-state actors, and multinational organizations engage in digital diplomacy, cyber warfare, and the regulation of the global internet infrastructure. Students will analyze key issues such as cyber sovereignty, the global governance of digital technologies, the rise of cybercrime and hacking groups, and the role of cyberspace in shaping contemporary conflicts. Through case studies, theoretical frameworks, and practical scenarios, the course will address the intersection of technology, policy, and security, while considering the broader social, cultural, and ethical dimensions of a hyper-connected world.

CST411 Programming with Python **3 Semester Credit Hours**

Prerequisite: None

This course provides a hands-on, practical foundation in Python, one of the most popular and beginner-friendly programming languages used today in data science, web development, automation, and more. Students will learn core programming concepts such as variables, data types, conditionals, loops, functions, and basic data structures (lists, dictionaries, tuples). The course emphasizes problem-solving through real-world examples and exercises, helping students develop logical thinking and coding skills. By the end of the course, students will be able to write and debug simple Python programs, understand and use Python libraries, and feel confident continuing their programming journey in more advanced courses or personal projects.

CST421 Risk Management **3 Semester Credit Hours**

Prerequisite: None

Risk Management presents students with the knowledge and skills required to implement a robust information systems security posture using the NIST (National Institute of Standards and Technology) Cybersecurity Framework, aka CSF. The activities in the course will enhance the students' ability to identify and mitigate cybersecurity risks, learn industry best practices for implementing a systematic and repeatable approach to information security, gain valuable insights into aligning organizational security with industry standards, and prepare for potential security audits and compliance requirements.

CST440 Biometric Systems **3 Semester Credit Hours**

Prerequisite: None

This course presents students with an introduction to biometric systems, a technological system that uses information about a person (or other biological organisms) to identify and recognize individuals based on their specific physical and behavioral characteristics as they relate to computer security. Students will be presented with the essential concepts and principles that deal with biometric technologies and will explore why biometric systems are becoming more prevalent in information security. Specifically, students will be introduced to the role of biometric systems within the larger discipline of Identity Management (IdM). IdM is the process of identifying individuals and controlling access to resources based on their associated privileges for both physical and virtual systems. Students will apply the concepts and principles presented in this course to develop a system design and high-level architecture for a use case provided by the instructor.

CST480 Security Technology **3 Semester Credit Hours**

Prerequisite: None

This course will teach students the skills and knowledge to identify risks, participate in risk mitigation activities, and to provide infrastructure, application, information and operational security. Students will complete this course understanding how apply security controls to maintain confidentiality, integrity, availability and identify how to ensure integrate appropriate technologies to meet a business need. After completing this class, students prepare to take and pass CompTIA Security + exam SY0-401.

CST482 Security Analyst **3 Semester Credit Hours**

Prerequisite: None

This course will focus students on advanced pentesting methodology with an emphasis on learning. How to document and write a penetration test report. After completing this course, students will have the opportunity to attempt to pass the CE Council Certified Safety Analyst v9.

CST483 Information Systems Security **3 Semester Credit Hours**

Prerequisite: None

The ISC2 organization is built on a comprehensive, up-to-date, common body of global knowledge that ensures security leaders have in-depth knowledge and understanding of new threats, technologies, regulations, standards and practices.

CST484 Advanced Information Systems Security **3 Semester Credit Hours**

Prerequisite: None

This course is the final course that builds on all previous InfoSec security classes. Students will learn on advanced threats, technologies, regulations, standards and practices in the field of cyber security. Based on a real case, students will learn to provide security solutions to engineers, designers and senior management. After passing this class and students meeting the ISC2 criteria, students will have an opportunity to take and pass the ISC2 CISSP exam. A test that is in great global demand.

CST490 Capstone Course **5 Semester Credit Hours**

Prerequisite: All core courses in the Bachelor of Science in Cybersecurity

Pre-requisites: All concentration courses in the Bachelor of Science in Cybersecurity Students will culminate their studies in their Bachelor degree program by consolidating what they have learned to create strategies and potential solutions for challenges and problems that they will face as a future professional. Students will apply the skills that they have learned to work towards the identification, assessment, analysis, and evaluation of a current problem related to their program of study.

EH102 Speech **3 Semester Credit Hours**

Prerequisite: None

This basic speech course is designed to present the principles and basic skills for effective speaking and to provide an appreciation of the values and uses of spoken communication. Students will learn to present informative and demonstration speeches, and speeches for special occasions.

EH111 English Composition **3 Semester Credit Hours**

Prerequisite: None

This course introduces the essentials of prose writing, generation of ideas, organization and the writing process. Grammatical accuracy, sentence structure and use of supporting details are stressed. Students practice these concepts first by reading and analyzing prose models and then by writing paragraphs and translating to longer essay themes of various lengths using the following strategies: narration, description, definition, process, divide and classify, cause and effect, compare and contrast, and argument. A research paper demonstrating proper referencing and documentation is also included.

ENV101 Environmental Geology **3 Semester Credit Hours**

Prerequisites: None

A study of the impact of geological processes on society and the environmental consequences of the use of Earth resources by humans. Includes analyses of geologic hazards (including earthquakes, volcanic eruptions, groundwater contamination, flooding) and the attempts made to evaluate and mitigate their risks to human populations. Special attention will be focused on environmental impacts of land-use and economic resource development.

GEN305 Advanced Written Communications **3 Semester Credit Hours**

Prerequisites: None

This course will introduce students to more in-depth academic writing genres incorporating narration, visual analysis, reviews and argument in a variety of academic publications. Students will continue to refine best practices regarding writing and research techniques, learn to conduct research relevant to individual student disciplines, and become well-versed in the effective use of online databases, journals, and libraries. Student will effectively incorporate, and document primary and secondary sources formatted correctly with the APA style, while demonstrating higher levels of composition incorporating the writing process and all elements of successful writing across multiple academic disciplines.

GEN310 Advanced Oral Communications **3 Semester Credit Hours**

Prerequisites: None

This course explores theories that attempt to explain person to person interactions. Individual and dyadic variables affecting the development, maintenance, and dissolution of different types of relationships will be addressed. Topic areas, such as attributions, social exchange and equity, attraction, intimacy/affiliation and power/dominance, will be discussed in terms of current research findings.

GEN315 Principles of Economics **3 Semester Credit Hours**

Prerequisites: None

This course provides an introduction to a broad range of economic concepts, theories and analytical techniques. It considers both microeconomics - the analysis of choices made by individual decision-making units (households and firms) - and macroeconomics - the analysis of the economy as a whole. The use of a market, supply and demand, model will be the fundamental model in which trade-offs and choices will be considered through comparison of costs and benefits of actions. Production and market structure will be analyzed at the firm level. Macroeconomic issues regarding the interaction of goods and services markets, labor and money at an aggregate level will be modelled. The role of government policy to address microeconomic market failures and macroeconomic objectives will be examined.

GEN325 Sociology of Work **3 Semester Credit Hours**

Prerequisites: None

Consideration of world of work across time and cultures with special emphasis on American society. Impact of work on individuals and other social institutions.

GEN330 Philosophy **3 Semester credit hours**

Prerequisites: None

This course discussed the modern philosophy, from the Renaissance to the present, with careful study of works by Descartes, Hume, Kant, and others. Emphasis is placed upon the complex relations of philosophy to the development of modern science, the social and political history of the West, and man's continuing attempt to achieve a satisfactory worldview.

HI103 Fundamentals of Law for Health Information Management **3 Semester Credit Hours**

Prerequisite: None

This course introduces general legal principles, confidentiality, ethics, healthcare legislation, and regulations related to the maintenance, use and disclosure of health information. The course also addresses documentation standards, risk management, and utilization review in various healthcare settings.

HI205 Healthcare Administration and Supervision 4 **Semester Credit Hours**

Prerequisite: None

This course is designed to introduce students to the principles of health information technology. The development, content and management of the medical record will be explored as well as a basic overview of the healthcare delivery system. Emphasis is placed on hospital and medical staff organization; leadership and organizational behavior through a logical analysis of individuals, group leadership and management techniques; patient record content; procedures in filing; numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; planning the budget, accounting methodologies and budgeting variances; and the transition to an electronic health record.

HI217 ICD-10-CM Coding **3 Semester Credit Hours**

Prerequisite: ZO101, MO212

This course will introduce the student to the professional standards for coding and reporting of diagnostic inpatient and outpatient services. The student will apply knowledge of current ICD-10-CM guidelines to assign and sequence the correct diagnosis and select the appropriate principal diagnosis for episodes of care.

HI219 ICD-10-PCS Coding **3 Semester Credit Hours**

Prerequisite: HI217, MO223

This course will introduce the student to the professional standards for coding and reporting of inpatient procedure services. The student will apply knowledge of ICD-10-PCS definitions and coding guidelines of all seven characters: section, body system, root operation, body part, approach, device and qualifiers.

HI220 Health Information Technology Experiential Learning **3 Semester Credit Hours**
Prerequisite: All Core Courses in the A.A.S Health Information Technology program
This course provides students with supervised experiential learning through structured laboratory activities, simulations, and applied projects in Health Information Technology. Students will integrate and apply the knowledge and skills acquired throughout the program in simulated healthcare environments and practical learning activities. Emphasis is placed on reinforcing competencies developed through classroom instruction and laboratory exercises, transitioning from theory to practice, applying Health Information Technology principles and professional standards, and demonstrating critical thinking, problem-solving, communication, and professional behaviors relevant to the healthcare environment

HI224 Health Care Data Analysis & Statistics **4 Semester Credit Hours**
Prerequisite: HI103
This course covers the basic principles of compiling and computing statistics for health care facilities. It includes an introduction to health care data, indexes, registries and their correlation with compiling statistics. The calculation of rates and percentages used by health care facilities, including DHHS and PPS rules and regulations, will be emphasized. Manual and automatic techniques of maintaining data will be discussed along with data display techniques.

HI225 Health Care Reimbursement Methodologies **4 Semester Credit Hours**
Prerequisite: HI224
This course is a study of Prospective Payment Systems (PPS) and other reimbursement methodologies: Inpatients Diagnostic Related Groups (DRG's), ambulatory patients, Ambulatory Payment Classification (APC) and the Outpatient Prospective Payment Classification System (OPPS), skilled nursing facilities Resource Utilization Groups, version III (RUG-III), home health Home Health Reimbursement Groups (HHRG) and inpatient rehabilitation facilities (IRF) Minimum Data Set for Post Acute Care (MDS-PAC).

HM300 Legal Aspects & Healthcare Delivery **3 Semester Credit Hours**
Prerequisite: HI103, HI220 (HIT program students only)
This course provides students a study of legal and ethical issues in health care with a focus on practical applications in health information management. Topics include an overview of the U.S. health care delivery system, managing access and disclosure of personal health information and promoting ethical standards of practice.

HM306 Health Data Management **3 Semester Credit Hours**
Prerequisite: HI224, HI220
This course is designed to be an advanced study of methods and topics to manage health care data with the primary focus on electronic health records. Topics include health care databases, documentation guidelines and evaluation of compliance with regulations and standards.

HM308 Reimbursement Systems **3 Semester Credit Hours**
Prerequisite: HI225, HI220
This course focuses on analysis of various health care reimbursement methods and the role of health information management in the revenue cycle.

HM311 Health Information Systems **3 Semester Credit Hours**
Prerequisite: HM306
Students will compare and contrast the methods of communication technology and data security measures in health care organizations. Students will study the framework and architecture that defines the electronic health record and the key role it plays in the quality of health care delivery.

HM312 Health Information Technology **3 Semester Credit Hours**
Prerequisite: HM311
In this course, students will focus on problem-based learning and projects associated with computer applications in health care. Students will engage in practice issues and tasks applied to workflow analysis.

HM404 Healthcare Statistics & Research Methods **3 Semester Credit Hours**
Prerequisite: HI220 (HIT program students only)
This course is designed to build on the fundamentals of research methods, including the analysis and presentation of data in healthcare. The content of the course covers research framework and design, analytical procedures, literature review, system usability scale, survey and evaluation methods, and presentation of research data.

HM406 Quality Management & Performance Improvement **3 Semester Credit Hours**
Prerequisite: HM311
This course provides advanced study of the application of quality improvement tools, evaluation of documentation standards, quality improvement, utilization and risk management, and credentialing. Students will analyze data and create reports to support facility-wide quality initiatives.

HM408 Human Resources in Healthcare **3 Semester Credit Hours**
Prerequisite: HI220 (HIT program students only)
This course provides a study and application of the principles in managing health information management departments in health care facilities. Students will apply theories and best practices to the management of human resources.

HM416 Financial Management **3 Semester Credit Hours**
Prerequisite: HM406
This course is designed to examine the financial aspects of health care and accounting principles. Students will evaluate the financial aspects of health care and accounting principles and how it relates to health information management department oversight.

HM418 Project Management **3 Semester Credit Hours**
Prerequisite: HM416
This course will focus on developing strategic and operational plans in health care. Students will apply principles for the project management of health information services. This course provides a study of change, team building and leadership development related to practice in health care. Students will explore strategies for problem-solving and decision-making.

HM480 Capstone **4 Semester Credit Hours**
Prerequisite: Successful completion of all HIM baccalaureate degree courses.
Leadership and Professional Practice in Health Information Management is the culminating course of the HIM baccalaureate curriculum, providing students with opportunities to demonstrate and integrate competencies developed throughout the program. Through competency-based learning, applied simulations, and authentic professional scenarios, students will strengthen leadership, critical thinking, decision-making, communication, and problem-solving skills relevant to contemporary health information management practice. Students will complete a significant HIM project, research study, simulation-based experience, or other applicable endeavor that demonstrates mastery of established HIM program outcomes and readiness for professional practice.

HS105 Psychosocial and Vocational Aspects of Rehabilitation **3 Semester Credit Hours**
Prerequisite: SA101
This course will examine a model of psychosocial rehabilitation as an essential principle of all behavioral health care. The application of psychosocial rehabilitation techniques as applied to client services will be explored.

HS114 Crisis Identification and Resolution **3 Semester Credit Hours**
Prerequisite: None
The student is instructed in specialized engagement techniques and modalities to human service work in crisis situations. Students will be able to define crisis situations, consider ethical and legal issues related to the practice of crisis work, and learn the components of sound ethical decision making. The student will be exposed to an array of crisis programs and modalities used by local providers, striving towards best practice in crisis related work. Students will be introduced to a variety of crisis strategies and techniques to use in crisis situations. Students will be expected to understand and apply techniques through the process of in-class role plays.

HS204 Case Management **3 Semester Credit Hours**
Prerequisite: None
This course introduces students to the fundamentals of case management. Students will review different models of case management and learn about case management functions including outreach, engagement, assessment, planning, assessing resources, coordination and disengagement.

HS205 Group Process **3 Semester Credit Hours**

Prerequisite: SA101, SA102, SA103, SA104

This course introduces the students to the basic concepts of group dynamics and group work in the behavioral health field. Students will study topics on leadership, group dynamics, group theory, ethics, diversity in groups and group development. The student will receive an understanding of how and why clients socially construct and maintain social relationships.

HS207 Trauma, Sexual Abuse and Recovery **3 Semester Credit Hours**

Prerequisite: SA101, SA102, SA103, SA104

This course introduces the students to the fundamentals of child sexual abuse and traumatic stress disorders. The student will learn the fundamentals of how trauma affects an individual, signs and symptoms of trauma reactions, and will learn the appropriate treatment options for the individual.

HW110 Fundamentals of Health and Wellness **5 Semester Credit Hours**

Prerequisite: None

This course provides an overview of the core principles and dimensions of health and wellness. Students will explore the factors that influence personal and public health, examine current wellness trends, and assess their own health behaviors. Emphasis is placed on the development of lifelong wellness habits and informed decision-making in support of individual and community well-being.

HW120 Concepts in Physical Wellness **6 Semester Credit Hours**

Prerequisite: None

This course examines the relationship between physical activity and overall health. Topics include components of physical fitness, the physiological effects of exercise, and strategies for promoting movement and activity in various populations. Students will explore practical approaches to improving cardiovascular endurance, strength, flexibility, and body composition, while also gaining awareness of safe exercise practices and the role of physical wellness in disease prevention and quality of life.

HW130 Concepts in Nutrition **5 Semester Credit Hours**

Prerequisite: None

This course introduces fundamental concepts in human nutrition, including macronutrients, micronutrients, digestion, metabolism, and energy balance. Students will analyze the role of nutrition in health maintenance and disease prevention, explore dietary guidelines and food labeling, and evaluate common nutrition-related concerns. The course emphasizes practical applications of nutrition knowledge for personal wellness and general health promotion.

HW210 Communicating Health and Wellness **6 Semester Credit Hours**

Prerequisite: None

This course examines the relationship between physical activity and overall health. Topics include components of physical fitness, the physiological effects of exercise, and strategies for promoting movement and activity in various populations. Students will explore practical approaches to improving cardiovascular endurance, strength, flexibility, and body composition, while also gaining awareness of safe exercise practices and the role of physical wellness in disease prevention and quality of life.

HY103 U.S. History 1865 to the Present **3 Semester Credit Hours**

Prerequisite: None

This course explores the major social and cultural trends, demographic and economic shifts, and international alliances, frictions, and conflicts that have characterized the American experience since the Civil War. By tracking critical themes like race, politics, technology, environment, and religion, students will learn to think historically, read critically, and model effective approaches to research, writing, and civic engagement for a digital age.

IDS325 Pathophysiology **4 Semester Credit Hours**

Prerequisites: None

This course focuses on core concepts necessary to understand the physiological aspects of disease and the approach necessary for the professional provider. Explores the pathophysiology of common disease states and integrates quality and safety approaches to the evaluation and treatment of the client. The student will address scientific principles essential to understanding alterations in body systems and will develop professional clinical decision making for health promotion, risk reduction, and disease management across the lifespan. The course provides a comprehensive approach to common alterations in body systems and addresses etiology, and clinical presentation of the disease process.

IDS375 Bioinformatics **4 Semester Credit Hours**

Prerequisite: MS315

This course integrates information science, computer science, and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact informatics has on the delivery of care including efficiency and productivity, client safety, confidentiality.

IDS410 Population Health: A Global perspective **4 Semester Credit Hours**

Prerequisites: MS315, ZU310

This course reviews concepts and theories related to the essentials of population health. Emphasizing the role of the provider in value transformation in healthcare and value-based care, exploring the contribution of health behavior to health outcomes, and evaluation of the implementation of population health management strategies. Principles of epidemiology and the influence of factors impacting the health and wellness of local and global communities are incorporated.

IDS450 Holistic Approaches to Healthcare **4 Semester Credit Hours**

Prerequisites: For RN-BSN students NU350 / For Healthcare Science students HM404

This course introduces the use of complementary and integrative therapies in healthcare. The goal is to provide the student with knowledge and experience of mind/body self-healing skills, multi-cultural integrative healthcare theories, practice environments and interventions that can be used safely and effectively.

MHA500 Health Services Organization and Delivery **3 Semester Credit Hours**

Prerequisites: None

This foundational course provides an overview of the health services delivery system, including the organization, financing, and management of healthcare services. Students will analyze the components and complexities of healthcare delivery, with emphasis on improving access, quality, and cost-effectiveness.

MHA510 Health Informatics and Technology Management **3 Semester Credit Hours**

Prerequisites: None

This course explores the role of information systems and technology in the management of healthcare information. This course covers the selection, implementation, and management of health informatics systems that improve patient care, enhance access to health information, and ensure the privacy and security of patient data.

MHA520 Healthcare Operations and Process Management **3 Semester Credit Hours**

Prerequisites: None

This course focuses on the strategies and techniques for managing operational processes within healthcare facilities. Topics include process improvement, workflow design, patient flow, and the utilization of data analytics to optimize healthcare operations.

MHA530 Healthcare Quality and Performance **3 Semester Credit Hours**

Prerequisites: None

In this course, students will examine the methodologies and tools for measuring and improving quality and performance in healthcare settings. The curriculum will cover quality improvement initiatives, performance measurement, accreditation, and patient safety.

MHA540 Healthcare Strategic Management and Marketing **3 Semester Credit Hours**
Prerequisites: None
This course introduces strategic planning and marketing techniques in the context of healthcare organizations. Students will learn to develop strategic plans, conduct market analysis, and create marketing strategies to compete in the dynamic healthcare market.

MHA550 Healthcare Administration Capstone **3 Semester Credit Hours**
Prerequisites: MHA500, MHA510, MHA520, MHA530, MHA540
The capstone course provides students with the opportunity to synthesize and apply knowledge from the MHA curriculum to real-world healthcare administration problems. It involves a comprehensive project or applied research in a professional healthcare setting.

MO203 Medical Ethics & Law **3 Semester Credit Hours**
Prerequisite: None
In this course, the student will develop an understanding of legal standards, medical ethics and bioethics. Treating patients with sensitivity and understanding, professional conduct and confidentiality will be emphasized.

MO212 Pharmacology & Pathophysiology **3 Semester Credit Hours**
Prerequisite: ZO115
This course is the study of pathological conditions and the drugs used in their treatments. Included is the understanding of pathophysiological changes, including how pathological processes are manifested and how they progress in the body. Students will learn about medical pharmacology and will gain insight into the ways in which drugs modify biological function. In addition, the course will explore the effects of drugs on different organ systems and disease processes; the mechanisms by which drugs produce their therapeutic and toxic effects; and the factors influencing their absorption, distribution, and biological actions.

MO223 CPT Coding **4 Semester Credit Hours**
Prerequisite: HI217
This course is designed to provide students with an understanding of CPT coding guidelines, format, and notes to locate and correctly sequence codes for all services and procedures performed during an encounter. The student will assign Level II HCPCS codes correctly for services not found in CPT, attach modifiers to procedure or service codes when applicable, and appropriately assign CPT code(s) for procedures and/or services rendered during the encounter. Special emphasis will be given to Evaluation and Management codes.

MO224 Advanced Coding **4 Semester Credit Hours**
Prerequisite: HI219, MO223
This is an advanced coding course which presents more complex cases using medical record reports. Students must read and interpret data utilizing prior learned skills from MO223. The 3M computerized encoding and grouping system will be employed to provide experience in utilizing technology to select codes and to calculate DRG (diagnosis related groups) payments for prospective payment systems. The student will expand on and apply the principles of reimbursement and coding derived from Introduction to Hospital Coding and Intermediate Hospital Coding at an advanced level. The student will use the AHA "Official Inpatient Coding Guidelines" to accurately identify and sequence the principal diagnosis and procedure. Coding discussions will include determining which diagnoses or procedures should be included as secondary.

MO280 Electronic Health Records **3 Semester Credit Hours**
Prerequisite: None
This course introduces students to Electronic Health Records (EHRs) in the healthcare industry. An EHR can include a variety of health-related information (accessible online) about a human being through time and across body systems. In this course, students complete various common medical office tasks using a cloud-based EHR system.

MO281 Medical Billing **3 Semester Credit Hours**
Prerequisite: ZO101
This course explores various aspects of health insurance including origin, legal and ethical considerations, types, claim submission, fee-for-service, managed care, Medicaid, Medicare, military, workers' compensation, disability, diagnostic and procedural coding, Health Insurance Portability and Accountability Act (HIPAA), claims management, electronic claims process, reimbursement, and billing related to the outpatient medical clinic and inpatient facility.

MPA500 Introduction to Public Administration **3 Semester Credit Hours**

Prerequisites: BA525

This course explores the intricacies of decision-making processes within government, emphasizing fiscal policy, budgeting, and resource allocation. Students will explore the principles of public finance, including revenue generation, expenditure management, and fiscal responsibility. The course prepares future public administrators to make informed, strategic fiscal decisions that align with public sector objectives and societal needs.

MPA510 Public Policy and Politics **3 Semester Credit Hours**

Prerequisites: BA520

This course offers a comprehensive examination of public policy development and the administrative practices in the governance context. Students will learn about the lifecycle of policy making, from ideation and formulation to implementation and evaluation. The course covers various administrative theories and their application in policy execution, emphasizing ethical governance, stakeholder engagement, and the impact of public policies on communities.

MPA520 Public Policy Analysis and Evaluation **3 Semester Credit Hours**

Prerequisites: MPA510

This course equips students with analytical tools and frameworks to evaluate public policies. Emphasizing a multi-disciplinary approach, the course covers economic, social, and political factors influencing policy decisions. Students will learn to apply qualitative and quantitative methods to assess policy effectiveness, equity, and efficiency.

MPA530 The Future of Public Administration (Capstone) **3 Semester Credit Hours**

Prerequisites: All Core Courses in the Master of Public Administration program

The MPA capstone course challenges students to apply their accumulated knowledge to a complex public administration issue. Participants will undertake a significant project, such as a research paper or a policy analysis report, addressing contemporary challenges in public administration. This experiential learning opportunity requires students to integrate theoretical insights with practical applications, demonstrating their ability to innovate and lead in the public sector. The Capstone project fosters critical thinking, strategic planning, and impactful communication.

MPH500 Foundations of Public Health **3 Semester Credit Hours**

Prerequisites: None

This course introduces students to the history of public health, the structure of the public health system, and the various divisions of public health practice to gain an understanding of the factors that determine the health status of a community and the core concepts that represent the foundation of the field. Students will examine the interdisciplinary nature of public health and the roles of ethics, policy, and evidence in public health practice. Key topics include health disparities, global health, and the impact of environmental and behavioral factors on community health. The course prepares students to engage with the broad challenges and opportunities in the field of public health.

MPH510 Epidemiology **3 Semester Credit Hours**

Prerequisites: None

Epidemiology is the study of the distribution and determinants of health and disease in different human populations and the applications of methods to improve disease outcomes. Students will learn and apply basic principles, concepts, and methods of epidemiology investigation for both communicable and non-communicable diseases. The purpose of this course is to equip students with a core epidemiologic toolset to explain the place of epidemiology in general health thinking.

MPH520 Environmental Health **3 Semester Credit Hours**

Prerequisites: None

This course examines the interaction between the environment and human health, focusing on the sources, exposure pathways, and health effects of environmental contaminants. Students will utilize an outline of the chemical, physical, and biological hazards present in our living and working environment and the impacts on human health. This course will cover regulatory frameworks, risk assessment, and strategies for managing environmental health risks. Topics include air and water quality, climate change, occupational health, and sustainable practices to improve public health outcomes.

MPH530 Social and Behavioral Health **3 Semester Credit Hours**
Prerequisites: None
This course is based on the assumption that public health is a multi-disciplinary field aimed at reducing preventable morbidity and premature mortality and promoting a higher quality of life in populations and groups through health intervention. Therefore, it examines social, behavioral, cultural, psychological, and economic factors that influence health and illness. Critical evaluation of social and behavioral sciences principles, theories, techniques, and research for the purpose of understanding and resolving complex problems in public health through public health intervention programs.

MPH540 Biostatistics and Data Analytics **3 Semester Credit Hours**
Prerequisites: None
This course introduces analytical methods using healthcare data. Students will learn to produce, interpret, and use straightforward data analyses. Principles of measurement, data summarization, and univariate and bivariate statistics are examined. Emphasis is placed on the application of fundamental concepts to real-world situations.

MPH550 Governance and Management in Public Health Systems **3 Semester Credit Hours**
Prerequisites: None
This course examines the governance structures and management practices within public health systems. Students will implement the application of the principles of health care organizations to health policy development, organizational leadership, resource allocation, and performance management in public health organizations. The course emphasizes strategic planning, policy analysis, and leadership skills necessary for managing public health programs and services.

MPH560 Health Program Planning and Evaluation **3 Semester Credit Hours**
Prerequisites: None
This course provides students with the theoretical and practical perspectives of program planning and evaluation to establish the skills needed to plan, implement, and evaluate public health programs. Topics include needs assessment, program design, implementation strategies, monitoring, and evaluation techniques using a multi-dimensional approach in program planning. Students will learn to apply theoretical knowledge to develop effective public health programs and to assess their impact on health outcomes.

MPH590 Master of Public Health Capstone **3 Semester Credit Hours**
Prerequisites: MPH500, MPH510, MPH520, MPH530, MPH540, MPH550
The capstone course is the culmination of the Master of Public Health program, allowing students to integrate and apply their learning in a comprehensive project. Students will identify a public health issue, conduct research, and propose evidence-based solutions. The capstone project encourages critical thinking, problem-solving, and professional presentation skills, preparing students for leadership roles in public health.

MPS210 Plant Biology **4 Semester Credit Hours**
Prerequisites: BIO210
This course offers a survey of plant biology, including morphology, diversity, genetics, ecology, and evolution.

MPS215 Plant Physiology **4 Semester Credit Hours**
Prerequisites: MPS210
This course offers a deeper look at plant physiology, including metabolism, gas exchange, water transport, photosynthesis, nutrient balance, growth, development, defense, and reproduction.

MPS250 Ethnobotany **4 Semester Credit Hours**
Prerequisites: MPS210
This course offers a survey of how plants have influenced, and been influenced by, human society. Students will learn about plants as food, medicine, materials, and other uses.

MPS315 Plant Sciences Research **4 Semester Credit Hours**
Prerequisites: MPS210
This course will provide instruction and practice in conducting and communicating research in the plant sciences. Students will be introduced to the scientific method, science writing, research methods, and basic data analysis. Students will be expected to evaluate, synthesize, and communicate scientific research.

MPS320 Phytochemistry **4 Semester Credit Hours**
Prerequisites: MPS210
This course offers a survey of phytochemicals, including their biosynthesis and roles in plants. Students will also be introduced to extraction, isolation, purification, and detection techniques.

MPS325 Pharmacognosy **4 Semester Credit Hours**
Prerequisites: MPS210
This course offers a survey of plant medicines in modern, complementary, and traditional systems of medicine.

MPS340 Cannabis Laboratory Fundamentals **5 Semester Credit Hours**
Prerequisites: MPS210
This course offers a deep dive into cannabis laboratory safety and compliance testing, including a survey of methodology and instrumentation necessary for the testing of pesticides, mycotoxins, cannabinoid content, terpene profiles, solvent residues, heavy metals, and microbial contamination.

MPS475 Medicinal Plant Sciences Capstone **4 Semester Credit Hours**
Prerequisites: All Core Courses in the Bachelors in Medicinal Plant Sciences program
This capstone course is designed to provide students with an opportunity to apply the knowledge and skills acquired throughout the program of study. Students will be expected to choose a topic from across the medicinal plant sciences and write an evidence-based paper and formally present their project. The process will include drafting a project, providing an evidence-based paper that is peer-reviewed, and presenting the project in a virtual project presentation. Students will receive mentorship regarding choosing a topic, carrying out research, and linking their chosen topic with their career goals. Students are also required to obtain a qualified individual who volunteers to serve as their mentor for the project. Participation of the mentor is subject to approval by the faculty.

MS110 College Algebra **3 Semester Credit Hours**
Prerequisite: None
This course includes a study of the fundamental algebraic processes. Topics will include real and rational numbers, radicals, monomials and polynomials, solution of first- and second-degree equations, inequalities, systems of linear equations in two and three unknowns, graphing of functions in Cartesian Coordinates, logarithms, determinants, and word problems.

MS210 Math Applications for Physics **3 Semester Credit Hours**
Prerequisite: MS110
This course will cover the math components related to the study of physics. These include the components of vectors, modeling the mechanics of waves and oscillations, calculating the sum and strength of fields, and the use of dot and cross products. This course will use realistic methods of calculation related to trigonometry, statistical inference, and geometric equations.

MS113 Technical Mathematics **3 Semester Credit Hours**
Prerequisite: None
Course emphasizes arithmetic review, ratio, proportion, variation, power of roots, percent, metric system, unit conversions, signed numbers, basic algebraic expressions, algebraic operations, simple equations, inequalities, applied plane and solid geometry review (perimeter, area, and volume), graphing, and right triangle trigonometry.

MS315 Statistics **4 Semester Credit Hours**
Prerequisites: MS110
This course studies the theory and application of statistics. Estimation will be conducted using properties of sufficient statistics and maximum likelihood estimators. Hypothesis tests will be developed for population means, proportions, chi-square tests of independence, as well as regression and ANOVA. Statistical hypothesis testing will be applied to real-world data sets using technology.

MS500 Research & Writing **3 Semester Credit Hours**
Prerequisites: None
This course is designed to equip students with the fundamental skills required for academic success at the graduate level. The course covers advanced research methodologies, critical analysis, and scholarly writing across various disciplines. Emphasis is placed on developing coherent arguments, engaging critically with sources, and mastering the conventions of academic writing, including citation and referencing techniques. Students will refine their ability to conduct independent research and produce clear, well-structured, and rigorously argued academic texts.

MS510 Health Policy **3 Semester Credit Hours**

Prerequisites: None

The course identifies the general principles of planning, management, and evaluation of health care programs, policies, and interventions enforced by public and private organizations while implementing the socio-political and economic factors influencing health policy development at local, national, and global levels. Students will critically analyze current health policies, assess their impact on healthcare equity, access, and quality, and propose evidence-based policy improvements. Key topics include healthcare reform, policy analysis frameworks, the role of government and non-governmental organizations in health policy, and the intersection of health policy with social determinants of health.

MS520 Population Health Management **3 Semester Credit Hours**

Prerequisites: None

The course emphasizes the use of data analytics, evidence-based interventions, and collaborative care models to address the health needs of populations, particularly in managing chronic diseases and reducing health disparities. Students will learn about the foundations of Population Health Management, including risk stratification, patient engagement, care coordination, and outcome measurement. The course also examines the challenges and opportunities in implementing PHM programs within diverse healthcare systems.

MS530 Healthcare Ethics **3 Semester Credit Hours**

Prerequisites: None

The purpose of this course is to involve the student in reading and discussing health issues from an ethical perspective to create depth in our awareness of the moral problems that cannot be ignored and often, cannot necessarily be solved. The scope of this course will entail examination of different ethical approaches to moral problems in healthcare and their success or failure in a broad range of health issues.

MS540 Human Resources **3 Semester Credit Hours**

Prerequisites: None

This course focuses on the strategic management of human resources in public and nonprofit organizations. Covering essential HR functions such as recruitment, selection, training, and performance management, the curriculum also addresses contemporary issues like diversity, equity, and inclusion in the workplace. Students will learn to develop and implement HR policies that improve organizational effectiveness, employee satisfaction, and compliance with legal and ethical standards. Through case studies and project work, students will gain practical skills in managing a workforce that supports organizational goals and public service missions.

MS550 Economics and Financial Strategies **3 Semester Credit Hours**

Prerequisites: None

This course provides a deep dive into the economic theories, financial principles, and strategic planning necessary for effective management in the public and nonprofit sectors. The course covers macroeconomic and microeconomic concepts, financial analysis techniques, and strategic financial planning. Students will learn how to analyze economic trends, assess financial health, and develop strategies to ensure organizational sustainability and service delivery. This course is designed for future leaders who will make informed economic and financial decisions to navigate challenges and leverage opportunities in public service.

NU100 Introduction to Foundational Nursing Concepts **4 Semester Credit Hours**

Prerequisites: EH111, MS110, ZO115, ZO116 and a minimum of 2.5 GPA

This course introduces the student to concepts that provide the foundation for the professional practice of nursing, including nursing theory, the nursing process, critical thinking, and professional behaviors. Emphasis is also placed on concepts related to the healthcare system and patient-centered care. NU100 involves a laboratory experience which provides an opportunity for students to develop basic patient-centered nursing skills. Medical terminology and dosage calculations are integrated into the course.

NU125 Foundational Nursing Concepts II **5 Semester Credit Hours**

Prerequisites: NU100 and ZO211

Co-requisite: NU140

This course builds on the concepts learned in NU100, continuing to focus on principles essential to the nursing profession. Concepts related to patient-centered care are emphasized. NU125 has a nursing lab component. The basic skills of health assessment will be introduced. Other skills include medication administration, aseptic technique, and IV therapy. NU125 provides a clinical experience in the long-term care facility where the student will begin to utilize the nursing process as the means of providing basic nursing care to meet the holistic needs of an elder.

NU140 Pharmacology and the Nursing Process **3 Semester Credit Hours**
Prerequisites: MS110, ZO115, ZO116, and ZO211 for ADN program students.
Co-requisite: NU125 or PN125
This course will focus on the principles of pharmacology and the major drug classifications in relation to the treatment of health problems throughout the lifespan. Emphasis will be placed on the knowledge and interventions needed to maximize therapeutic effects and prevent or minimize adverse effects of medications.

NU180 Nursing Concepts Across the Lifespan I **6 Semester Credit Hours**
Prerequisites: NU125, NU140
This course will focus on holistic nursing care and the application of the nursing process in the care of the patients across the lifespan who are experiencing common selected pathophysiological processes affecting body regulatory mechanisms. Pharmacology and diet therapy are integrated throughout the course. This course builds upon basic nursing knowledge and skills established during prior previous fundamental nursing courses. Opportunities to apply theoretical concepts and perform nursing skills are provided through faculty guided clinical/learning experiences in acute health care settings.

NU215 Nursing Concepts Across the Lifespan II **5 Semester Credit Hours**
Prerequisites: NU180
This course will introduce the student to the psycho-social-cultural health of the individual from conception through adolescence. Included in this course are concepts of pregnancy, labor and delivery, post-partum, newborn, child growth and development, health maintenance and prevention, from infancy through late adolescence. Other concepts include nutrition, communication, and pharmacology. The student will further develop health assessment and nursing care skills for maternity, newborn, and pediatric patients. Common childhood illnesses will be introduced. The student will expand skills in the use of the nursing process and critical thinking in meeting maternal/child healthcare needs within the family system, well child, and acute care settings.

NU235 Nursing Concepts Across the Lifespan III **6 Semester Credit Hours**
Prerequisites: NU215
This course will focus on holistic nursing care and the application of the nursing process in the care of the patients across the lifespan who are experiencing common selected pathophysiological processes affecting body regulatory mechanisms. This course will feature care of patients with common mental health disorders. The student will continue to expand skill levels in the use of the nursing process by providing holistic care in acute care and community health. The student will further develop therapeutic communication techniques and psycho-social assessments for these individuals. Student learning is focused on mood disorders, safety/substance abuse issues, violence, suicide, developmental age related pathophysiology, grief/loss, and psychopharmacology.

NU260 Nursing Concepts Across the Lifespan IV **6 Semester Credit Hours**
Prerequisites: NU235
This course continues to focus on the holistic nursing care of patients across the lifespan who are experiencing complex pathophysiological processes affecting body regulatory mechanisms. Students will use critical thinking and the nursing process when providing direct nursing care, or managing the care for a group of patients in the hospital setting. Nursing management skills, such as time management, prioritization, and delegation will be emphasized. This course will also allow students the opportunity to demonstrate the final achievement of graduate competencies and to refine their nursing care practice skills. Pharmacology and diet therapy are integrated throughout the course. This course builds upon the nursing knowledge and skills established during prior nursing courses. Opportunities to use theoretical concepts and perform advanced nursing skills are provided through faculty guided clinical/learning experiences in acute health care settings.

NU275 ADN Transition to Nursing Practice **4 Semester Credit Hours**
Prerequisites: NU260
This course is designed for students to explore current issues and trends in nursing and the healthcare system that impact the practice of the Associate Degree Nurse. Student learning is focused on nursing professionalism and image, legal and ethical issues, the economics of health care, nursing management and leadership, and the interpersonal relationships among healthcare professionals. Preparation for licensure and the continuation of a student's nursing education is discussed. This course includes preceptor experiences that provide student opportunities to understand diverse professional nursing roles in a variety of healthcare settings.

NU300 Professional Nursing Practice **4 Semester Credit Hours**

Prerequisites: None

This course focuses on professional standards of care, quality and safety benchmarks, code of ethics for nurses and state nursing practice acts. This course is designed to explore the role of the nurse as a leader in the profession and in health care delivery. Through this course, the student will gain a better understanding of leadership styles and techniques and will enhance their individual leadership skills in maintaining standards of care. The course also emphasizes the professional role of the nurse in assisting individuals in the community in locating and utilizing appropriate community resources. Principles and theories of leadership will be integrated and related to the role of the professional nurse in the delivery of care to individuals, groups, and communities This course also introduces the BSN Capstone project to assist the students with a professional practice framework that incorporates the National League for Nurses Core Values: Caring, Diversity, Integrity, and Excellence.

NU315 Professional Nursing **4 Semester Credit Hours**

Prerequisites: None

This course introduces professional standards of care for nursing, including national quality and safety benchmarks, codes of ethics, and state nurse practice acts. This course explores the role of the nurse as a leader in health promotion and care coordination within the dynamic healthcare landscape. In this course, students will gain a better understanding of leadership styles and theories, developing their own leadership skills in coordinating safe, high-quality care. The course also emphasizes the professional role of the nurse in locating and utilizing appropriate community resources within various healthcare settings. This course includes a clinical practice component focused on the coordination of nursing care.

NU350 Evidence-Based Practice in Healthcare **4 Semester Credit Hours**

Prerequisites: NU300, MS315

This course exposes the student to the role of research in professional nursing practice and the principles and models of evidence-based practice. The student will be introduced to quantitative and qualitative research by reviewing, evaluating and critiquing current research which use a variety of designs. Students will consider their own Capstone project when applying methods of nursing research related to evidence-based practice.

NU410 Population Health in Nursing **4 Semester Credit Hours**

Prerequisite: NU350

This course reviews concepts and theories related to public, family, community, and population health. Emphasizing the role of the nurse in sustaining, restoring, and promoting health among diverse populations is explored. Principles of epidemiology and the influence of factors impacting the health and wellness of local and global communities are incorporated. The opportunity for students to collaborate within their community is explored using assessment tools to improve health outcomes. This course includes a practice component within a community health setting.

NU420 Community and Population Health Nursing **5 Semester Credit Hours**

Prerequisite: NU350

This course exposes students to the concepts and theories surrounding community, public, and population health. The professional role of the nurse in assessing and promoting health among diverse populations is emphasized. This course integrates principles of epidemiology and population health management for application to local and global communities. Students have the opportunity to locate, select, and utilize assessment tools to improve health outcomes among diverse populations. This course includes a clinical practice component within a community health setting.

NU425 Transcultural Perspectives in Healthcare **4 Semester Credit Hours**

Prerequisites: NU350

This course recognizes the importance of providing and incorporating cultural beliefs and experience of client, families, and their health care professionals with care settings. Topics include comparative analysis of communication styles, fostering open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values and practices of cultural norms, and the impact of health care practice. Nursing interventions that integrate and examine evidence-based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of the client will be demonstrated within this course.

NU460 Leadership: Trends in the Changing Healthcare Environment **4 Semester Credit Hours**
Prerequisites: NU350
This course focuses on the principles of management and leadership in the delivery of healthcare. An overview of theories assists the student in the understanding of legal and ethical implications related to the role of the professional nurse in regard to care, staffing, budgeting, quality improvement, safety concerns, and other issues. Content includes current trends and issues in healthcare leadership and management and the contribution of the professional nurse. Analysis of the capstone project in relationship to changes in practice will be reviewed.

NU475 BSN Capstone **6 Semester Credit Hours**
Prerequisites: All Core Courses in the Bachelors in Nursing program
For this final course of the BSN program, the student will complete the development of an evidence-based practice project. This practice project will incorporate a holistic approach to care that integrates the principles of advocacy, collaboration, caring, diversity, integrity and excellence of care. The project will analyze how the identified issue and interventions impact the health of the affected population.

NU490 BSN Capstone: Transition to Nursing Practice **5 Semester Credit Hours**
Prerequisites: All Core Courses in the Bachelors in Nursing program (NU460 can be a co-requisite)
This final course in the BSN program allows students to complete the development of an evidence-based practice (EBP) project. Following the steps of EBP, this project will incorporate a holistic approach to care that integrates the principles of advocacy, collaboration, caring, diversity, integrity and excellence of care. The project will analyze how the identified issue and interventions impact the health of the affected population. This course includes a clinical practice component aimed at exploring diverse roles in professional nursing practice.

NU500 Advanced Nursing Practice: Leading the Future of Healthcare **3 Semester Credit Hours**
Prerequisite: Entry into program and a 300-level statistics course
This course will examine the history of advanced nursing practice, discuss the differing definitions of advanced nursing practice, and review the role from a global perspective. The students will discuss the impact of healthcare economics, the key aspects within the delivery of health services, and the ethical issues related to healthcare within the global community.

NU505 Leadership: Transition to the Advanced Practice Role **3 Semester Credit Hours**
Prerequisite: Entry into program and a 300-level statistics course
Introduces an overview of various theoretical frameworks, skills and leadership styles that provide a foundation for leadership in the advanced practice nursing role. Explores strategies to develop effective leadership and organizational skills, competencies, and aptitudes essential to the delivery of comprehensive care for families, populations, and communities in healthcare settings across the continuum of care.

NU510 Advanced Health Assessment **3 Semester Credit Hours**
Prerequisite: NU500 or NU505 as prerequisite or co-requisite
This course will build upon the nurses health assessment skills developed in their undergraduate nursing program. This course will build upon the theoretical and clinical basis for assessment. This course will review the knowledge and skills necessary for a comprehensive holistic assessment. The comprehension of the advanced assessment skills related to physical, psychosocial, and cultural assessments across the lifespan will be demonstrated.

NU515 Health Promotion of Family and Population Health **3 Semester Credit Hours**
Prerequisites: NU505 as prerequisite or co-requisite
This course examines the basic principles of health promotion theory and clinical prevention strategies in the delivery of family and population health within an epidemiological framework. Analyzes the role of the advanced practice nurse as an advocate for policies related to disease prevention and health promotion. Emphasis is placed on discussing the World Health Organization's Healthy People 2030 goals that address the social determinants of health (SDOH), which have a major impact on the family's health, well-being, and quality of life.

NU520 Advanced Pathopharmacology **4 Semester Credit Hours**
Prerequisite: NU500 as prerequisite or co-requisite
Advanced Nursing Practice includes the knowledge related to the concepts within pathophysiology and drug therapy. In this course, students will integrate concepts of pathophysiological processes and pharmacologic treatment as a foundation for advanced nursing practice. Students will have the opportunity to apply the knowledge to specific real-world clinical cases.

NU525 Advanced Pathophysiology **3 Semester Credit Hours**
Prerequisite: NU505
Discusses current understanding of the pathogenesis and clinical manifestations of major disease processes across the life span. Examines pathophysiological principles and concepts essential to the care of individuals with health disorders encountered in primary care. Emphasis is on advanced clinical assessment and differential diagnoses of common disease processes.

NU535 Research for Evidence Based Practice **3 Semester Credit Hours**
Prerequisite: NU505
Discusses the fundamentals of clinical inquiry and evidence-based practice. Examines strategies and tools to analyze best evidence, research findings, and to evaluate the impact upon health care outcomes. Offers opportunities for students to use both quantitative and qualitative methods for appraisal of evidence for practice change and outcome evaluation. Explores ethical issues, considerations and standards.

NU540 Health Information Management: Promoting Quality and Safety in Healthcare
Prerequisite: NU500 or NU505 as prerequisite or co-requisite **3 Semester Credit Hours**
This course incorporates today's dynamic health systems, technology and the role it plays in providing safe effective healthcare. Through a critical assessment of emerging technologies, the key elements of nursing informatics will be considered. This course will provide an overview on how to view and evaluate electronic solutions for optimal usability of users. Finally, the course will review the impetus from the federal government for the use of information technology for the improvement of health outcomes for patients and populations. Thorough analysis of healthcare promotion, advanced systems, internet and networking all play a role in advanced nursing practice.

NU545 Advanced Pharmacology **3 Semester Credit Hours**
Prerequisite: NU525
Focuses on increasing understanding of the interaction between the pharmacodynamics and pharmacokinetics of major drug classifications and the basis in pathophysiology. Emphasis is on providing a comprehensive examination of drug interactions and age-related changes in relation to the treatment and monitoring of health problems across the life span.

NU555 Diagnostic Reasoning and Procedures **4 Semester Credit Hours**
Prerequisite: NU525, NU545
Onsite skills lab using a case study framework and simulation to acquire skills needed for the selection, performance, interpretation and evaluation of diagnostic tests and procedures.
A total of 46 clinical hours is required

NU570 Quality and Safety in Healthcare **3 Semester Credit Hours**
Prerequisite: NU500 or NU505 as prerequisite or co-requisite
This course will analyze the quality and safety competencies for graduate level nursing education. The student will demonstrate the knowledge necessary to continuously improve the quality and safety of the healthcare systems within which they work.

NU600 Theoretical Approach to Education **3 Semester Credit Hours**
Prerequisite: NU510, NU520, NU540 and NU570 as prerequisite (NU570 can be a co-requisite)
This course will introduce the teaching-learning process, the role of the nurse as educator, and the characteristics and needs of today's nursing students. The student will examine influential learning theories and how they guide current practices in nursing education. Legal and ethical considerations will be examined and specific attention will be placed on nursing education and the Quality and Safety Education for Nurses (QSEN) competencies.

NU610 Leadership: Theoretical and Evidence-Based Practice **3 Semester Credit Hours**
Prerequisite: NU510, NU520, NU540 and NU570 as prerequisite (NU570 can be a co-requisite)
This course will review theoretical approaches to leadership, from the simple to the more abstract. The Theoretical frameworks for the practice of leadership in organizations, as well as the review of your leadership style. This course will focus on specific leadership topics such as strategic leadership, systems thinking, team leadership, change management and developing teams. The legal and ethical ramifications related to decision making will be reviewed. Leadership theory will be applied in order to assess the student’s ability to analyze organizational process, address challenges related to leading organizations, operations, and projects.

NU615 FNP 1a Health Promotion and Primary Care of Infants, Children and Adolescents
Prerequisite: NU555 **3 Semester Credit Hours**
Explores theories of health promotion, health maintenance, and child development. Focus is on assessment and health promotion and disease prevention of infants, children and adolescents within a family centered approach. Topics include nutrition, physical activity, safety, physical, social and emotional development, and common health and social concerns. Emphasis is placed on identification of individuals and families at risk.

NU621 Curriculum Development and Evaluation **3.5 Semester Credit Hours**
Prerequisite: NU600
In this course, students will analyze the curriculum development and evaluation process, focusing on aligning program and course learning objectives and design with student learning needs. Specific attention will be given to both current and future trends in nursing curricula.

NU625 FNP 2a Management of Acute and Chronic Health Conditions in Infants, Children and Adolescents
Prerequisite: NU615 **3 Semester Credit Hours**
Focuses on the assessment, diagnosis, and management of common acute and chronic conditions in infants, children and adolescents within a family centered and team approach. Builds upon knowledge and critical thinking skills acquired in pathophysiology, pharmacology, and health assessment. Emphasis is on the development of risk assessment, management, consultation, and referral skills. Utilizes an evidence- based approach to acute and chronic health conditions within a culturally competent framework.

NU630 The Finance and Economics of Healthcare **3 Semester Credit Hours**
Prerequisite: NU570
This course reviews the healthcare economy, influencing forces, reimbursement models, market development and healthcare finances to a variety of settings. Principles related to the development of budgets, variance and economic evaluations methods are considered. Consideration of the global health economy will be examined as well.

NU635 FNP 3a Health Promotion and Primary Care of the Adult/Older Adult
Prerequisite: NU625 **3 Semester Credit Hours**
Focuses on the assessment, preventative, and health maintenance and promotion theories and practices in primary care settings. Topics include nutrition, physical activity, social, emotional and behavioral issues, and strategies for behavioral change necessary for health promotion. Common age related health concerns are introduced. Emphasizes health and risk-assessment skills with adult/older adult populations within a family /community approach.

NU641 Assessment: The Facilitation of Learning **3.5 Semester Credit Hours**
Prerequisite: NU621 as prerequisite or co-requisite
This course will analyze diverse strategies to facilitate learning in a variety of settings, including in the classroom, the clinical and laboratory settings, and online. Varied assessment methods, including normative and criterion referenced assessments as well as both formative and summative evaluation strategies will be examined.

NU645 FNP 4a Management of Acute and Chronic Health Conditions in the Adult/Older Adult
Prerequisite: NU635 **3 Semester Credit Hours**
Focuses on the assessment, diagnosis, and management of common acute and chronic conditions in the adult/older adult population. Builds upon knowledge and critical thinking skills acquired in pathophysiology, pharmacology, and health assessment. Emphasis is on the development of risk assessment, management, consultation, and referral skills. Utilizes an evidence-based approach to acute and chronic health conditions within a culturally competent framework.

NU651 Quality Assurance, Patient Safety, and Regulatory Compliance **3.5 Semester Credit Hours**
Prerequisite: NU610
This course provides the student with an understanding of healthcare quality improvement including methods and tools to increase patient safety, improve healthcare outcomes and reduce risk in the healthcare setting. It focuses on applying expert knowledge and management expertise to the challenges faced by healthcare organizations. Healthcare organizations are held accountable for ensuring the quality of care and services. Students will explore the role of leadership in the success of quality and performance improvement initiatives. Quality management and performance improvement and management concepts, systems, practices, and technologies will be examined.

NU655 FNP 5a Capstone Course: Management of Special Issues Across the Lifespan
Prerequisite: All previous MSN Courses **3 Semester Credit Hours**
The FNP nursing capstone course is designed to allow learners to apply knowledge and skills acquired throughout the program of study, focusing on the competencies of the advanced practice nurse. Explores family health as the family structure changes across its life span. Topics may include genetics, reproductive health, prenatal and postpartum care, menopause, sexual health, sexually transmitted diseases, and behavioral /mental health/addictions. This course includes a predictor final exam, HESI APRN Next Generation. This exam will provide insightful assessment and the remediation tools needed to achieve positive program outcomes.

NU671 Current Issues in Healthcare Policy **3.5 Semester Credit Hours**
Prerequisite: NU651 as prerequisite
This course focuses on the process of policy development in organizing, financing and delivering healthcare in today's complex environment. The student will analyze approaches to contemporary problems in healthcare. Health policy has a direct effect on quality of life, the student will explore accessibility, cost, and quality of health care services. This course will review the policy-making system of the United States, and offer a brief comparison to health policies of other nations. Specific attention will be paid to environmental health policy, health care reform, pharmaceutical policy, injury prevention, and aging and long-term care.

NU696 MSN Capstone **5 Semester Credit Hours**
Prerequisite: all previous MSN courses
The Graduate nursing capstone course is designed to provide learners with an opportunity to apply knowledge and skills acquired throughout the program of study, focusing on the competencies of the graduate prepared nurse. This capstone course will guide you through the completion of your project. The course consists of many components: project experience, discussion, scholarly paper and virtual project presentation. The project experience includes independent practice based project reviewed and approved by the course faculty. Students are also required to obtain a qualified individual who volunteers to serve as their mentor* for the project. Participation of the mentor is subject to approval by the faculty.

NP615 FNP 1b Health Promotion and Primary Care of Infants, Children and Adolescents Practicum
Prerequisites: None **3 Semester Credit Hours**
Co-requisite: NU555
This clinical experience correlates with FNP 1 NU615 and utilizes selected primary care settings to apply knowledge acquired. The focus is on the assessment and health promotion in the primary care setting. It consists of selected clinical experiences for 16 hours a week (128 total clinical hours).

NP625 FNP 2b Management of Acute and Chronic Health Conditions in Infants, Children and Adolescents Practicum
Prerequisites: None **3 Semester Credit Hours**
Co-requisite: NU625
This clinical experience correlates with FNP 2 NU625 and utilizes selected primary care settings to apply knowledge acquired. The focus is on the assessment and management of common acute and chronic health problems. It consists of selected clinical experiences for 16 hours a week (128 total clinical hours).

NP635 FNP 3b Health Promotion and Primary Care of the Adult/Older Adult Practicum
Prerequisites: None **3 Semester Credit Hours**
Co-requisite: NU635
This clinical experience correlates with FNP 3 NU635 and utilizes selected primary care settings to apply knowledge acquired. The focus is on the assessment and health promotion in the primary care setting. It consists of selected clinical experiences for 16 hours a week (128 total clinical hours).

NP645 FNP 4b Management of Acute and Chronic Health Conditions in the Adult/Older Adult Practicum
Prerequisite: None **3 Semester Credit Hours**
Co-requisite: NU635
This clinical experience correlates with FNP 4 NU645 and utilizes selected primary care settings to apply knowledge acquired. The focus is on the assessment and management of common acute and chronic health problems. It consists of selected clinical experiences for 16 hours a week (128 total clinical hours).

NP655 FNP 5b Advanced Clinical Experience **4 Semester Credit Hours**
Prerequisites: None
Co-requisite: NU655
This advanced clinical elective affords students the opportunity to synthesize knowledge, skills and competencies gained through application in an intensive clinical experience. Students will spend 3 days/weekly in a clinical setting. As in previous clinical experiences, they will engage every other week in an online synchronous seminar. In addition, there will be a final onsite evaluation. (192 clinical hours)

PC500 Professional Counseling Orientation and Ethical Practice **3 Semester Credit Hours**
Prerequisite: None
This course introduces the counseling profession, including its history, current trends, and ethical considerations. Students will explore the role of the counselor in various settings and the legal and ethical responsibilities of the counseling profession. The course will cover the basic principles of counseling and the counseling process, including assessment, diagnosis, and treatment planning. Students will gain an understanding of the importance of maintaining confidentiality, informed consent, and ethical boundaries in counseling.

PC510 Counseling and Helping Relationships **3 Semester Credits Hours**
Prerequisite: None
Co-requisite: PC500
This course provides an in-depth exploration of the counseling process and the skills required for effective counseling. Students will learn how to establish and maintain helping relationships with clients and develop skills in active listening, empathy, and communication. The course will cover various counseling approaches, including cognitive-behavioral, psychodynamic, and humanistic approaches. Students will also learn about the importance of self-care and maintaining professional boundaries in counseling relationships.

PC520 Psychopathology, Diagnosis and Treatment **3 Semester Credit Hours**
Prerequisite: PC510
This course covers the classification, diagnosis, and treatment of mental disorders. Students will learn about the symptoms and causes of a range of disorders, including anxiety, mood, personality, and psychotic disorders. The course will explore evidence-based treatment approaches, including psychotherapy, medication, and alternative therapies. Students will also learn about the principles of crisis intervention and the management of suicidal and homicidal clients.

PC530 Marriage and Family Therapy **3 Semester Credit Hours**
Prerequisite: None
Co-requisite: PC520
This course provides an overview of the theory and practice of marriage and family therapy. Students will learn about family systems theory and explore the role of the counselor in working with families. The course will cover various approaches to family therapy, including structural, strategic, and narrative approaches. Students will also learn about the importance of understanding family dynamics, communication patterns, and cultural factors in family therapy.

PC540 Client-Centered Therapy **3 Semester Credit Hours**
Prerequisite: PC530
This course focuses on the person-centered approach to counseling, developed by Carl Rogers. Students will learn how to create a supportive and non-judgmental environment that fosters personal growth and self-awareness. The course will cover the core principles of client-centered therapy, including unconditional positive regard, empathy, and congruence. Students will also learn how to use reflection, open-ended questions, and other techniques to help clients explore their thoughts and feelings.

PC550 Social and Cultural Diversity **3 Semester Credit Hours**
Prerequisite: None
Co-requisite: PC540
This course explores the impact of social and cultural factors on mental health and counseling. Students will learn about diversity and inclusion issues and explore ways to provide culturally responsive counseling. The course will cover various factors that contribute to diversity, including race, ethnicity, gender, sexual orientation, and ability. Students will also learn how to use cultural humility, self-awareness, and other techniques to promote inclusivity and respect in counseling.

PC555 Practicum I **3 Semester Credit Hours**

Prerequisite: PC550

This course provides students with the opportunity to apply their counseling skills in a supervised clinical setting. Students will work with clients under the supervision of a licensed counselor and receive feedback on their performance. The course will cover the basic principles of clinical supervision, including feedback, evaluation, and self-reflection. Students will also learn about the importance of self-care and the management of personal reactions in the counseling process.

PC560 Group Counseling **3 Semester Credit Hours**

Prerequisite: None

Co-requisite: PC555

This course focuses on the theory and practice of group counseling. Students will learn how to facilitate group sessions and work with group dynamics. The course will cover the various stages of group development, including forming, storming, norming, performing, and adjourning. Students will also learn about the different types of groups, including psychoeducational, support, and therapy groups.

PC565 Practicum II **2 Semester Credit Hours**

Prerequisite: PC560

This course emphasizes counseling intervention skills within a theoretical framework to guide case conceptualizations and interventions in a supervised clinical setting. Students will work with clients under the supervision of a licensed counselor and receive feedback on their performance. The course will further cover the basic principles and tenets of clinical supervision, including feedback, evaluation, and self-reflection. Students will also learn about the importance of self-care and the management of personal reactions in the counseling process.

PC570 Crisis Intervention **3 Semester Credit Hours**

Prerequisite: None

Co-requisite: PC565

This course covers the theory and practice of crisis intervention. Students will learn how to assess and respond to crises, including suicide, domestic violence, and natural disasters. The course will cover the principles of crisis management, including assessment, stabilization, and referral. Students will also learn about the importance of self-care and debriefing after crisis interventions.

PC580 Human Sexuality for Counselors **3 Semester Credit Hours**

Prerequisites: PC570

This course explores the role of sexuality in counseling and provides an overview of human sexual development. Students will learn about sexual health and dysfunction and explore ways to work with clients experiencing sexual issues. The course will cover various sexual orientations, gender identities, and expressions. Students will also learn about the impact of cultural factors on sexual behavior and identity.

PC585 Internship I **3 Semester Credit Hours**

Prerequisites: None

Co-requisite: PC580

This course builds upon the development of skills applied in the prerequisite Practicum I and Practicum II courses. This course provides students an opportunity to elevate their thinking including increasing knowledge, comprehension and application in a counseling setting. Students will work with clients under the supervision of a licensed counselor and receive feedback on their performance. The internship will offer students the opportunity to apply their counseling skills in a real-world setting, gain exposure to different counseling approaches, and work with diverse populations. Students will also have the opportunity to participate in case conferences and receive additional training on specific counseling issues.

PC600 Human Growth and Development **3 Semester Credits Hours**

Prerequisite: PC585

This course covers the theories of human development across the lifespan. Students will learn about physical, cognitive, and social-emotional development and explore how these factors impact mental health. The course will cover various stages of development, including infancy, childhood, adolescence, adulthood, and late adulthood. Students will also learn about the impact of culture, gender, and other factors on human development.

PC605 Internship II **3 Semester Credits Hours**

Prerequisites: None

Co-requisite: PC600

This course builds upon the concepts of Internship I. It provides students offers the opportunity to strengthen processing skills such as reflective listening, reframing, and reflecting client perspectives and interactional patterns. Students will work with clients under the supervision of a licensed counselor and receive feedback on their performance. The internship will offer students the opportunity to apply their counseling skills in a real-world setting, gain exposure to different counseling approaches, and work with diverse populations. Students will also have the opportunity to participate in case conferences and receive additional training on specific counseling issues.

PC610 Addictive Disorders **3 Semester Credit Hours**

Prerequisites: PC605

This course covers the theory and practice of treating addictive disorders. Students will learn about the causes and symptoms of addiction and explore evidence-based treatment approaches. The course will cover various types of addiction, including substance abuse, gambling, and internet addiction. Students will also learn about the principles of harm reduction, relapse prevention, and other techniques for treating addiction.

PC615 Internship III **3 Semester Credit Hours**

Prerequisites: None

Co-requisite: PC610

This course builds upon the concepts of Internship II. It offers students the opportunity to strengthen application skills such integrating different theoretical models and implementing different counseling approaches. Students will continue to work with clients under the supervision of a licensed counselor and receive feedback on their performance. The internship will offer students the opportunity to apply their counseling skills in a real-world setting, gain exposure to different counseling approaches, and work with diverse populations. Students will also have the opportunity to participate in case conferences and receive additional training on specific counseling issues.

PC620 Measurement and Testing **3 Semester Credit Hours**

Prerequisites: PC615

This course covers the principles of psychological measurement and assessment. Students will learn about various assessment tools and techniques, including intelligence tests, personality tests, and diagnostic interviews. The course will cover the importance of standardized testing, ethical considerations in testing, and the interpretation of test results. Students will also learn about the use of assessments in counseling, including diagnosis, treatment planning, and evaluation.

PC625 Internship IV **3 Semester Credit Hours**

Prerequisites: None

Co-requisite: PC620

This course builds upon the concepts of Internship III. It provides students a chance to advance their skills in analyzing the strengths, limitations, and applications of counseling from a multicultural perspective. Students will maintain their work with clients under the supervision of a licensed counselor and receive feedback on their performance. The internship will offer students the opportunity to apply their counseling skills in a real-world setting, gain exposure to different counseling approaches, and work with diverse populations. Students will also have the opportunity to participate in case conferences and receive additional training on specific counseling issues.

PC630 Research and Program Evaluation **3 Semester Credit Hours**

Prerequisites: PC625

This course provides an overview of research methods and program evaluation in counseling. Students will learn how to conduct research studies and evaluate the effectiveness of counseling programs. The course will cover various research designs, including experimental and non-experimental designs, and explore ethical considerations in research. Students will also learn about the importance of evidence-based practice in counseling and the role of program evaluation in improving counseling services.

PC635 Internship V **3 Semester Credit Hours**
Prerequisites: None
Co-requisite: PC630
This course builds upon the concepts of Internship IV. It provides a framework for integrating theory and practice in different counseling settings while formulating the counselor's personal philosophy of counseling. This course provides students with the opportunity to gain practical experience in a counseling setting. Students will work with clients under the supervision of a licensed counselor and receive feedback on their performance. The internship will offer students the opportunity to apply their counseling skills in a real-world setting, gain exposure to different counseling approaches, and work with diverse populations. Students will also have the opportunity to participate in case conferences and receive additional training on specific counseling issues.

PC640 Lifestyle and Career Development **3 Semester Credit Hours**
Prerequisites: PC635
This course covers the theory and practice of career counseling. Students will learn how to assess clients' career interests and goals and explore ways to provide career guidance and support. The course will cover various career counseling approaches, including vocational assessment, career counseling interventions, and job search strategies. Students will also learn about the role of lifestyle factors in career development, including work-life balance, self-care, and stress management.

PC645 Internship VI: Capstone **4 Semester Credit Hours**
Prerequisites: All previous PC courses
This Capstone course is the culminating synthesis of all prior internship courses. It provides students with the opportunity to create and present a comprehensive overview of their theoretical knowledge, counseling skills, and professional beliefs and attitudes. Students will continue to gain practical experience in a counseling setting. Students will work with clients under the supervision of a licensed counselor and receive feedback on their performance. The internship will offer students the opportunity to apply their counseling skills in a real-world setting, gain exposure to different counseling approaches, and work with diverse populations. Students will also participate in case conferences and receive additional training on specific counseling issues.

PHY200 Physics I **4 Semester Credit Hours**
Prerequisites: MS210
This course discusses the topics of mechanics, heat, wave motion, and vibration. This course involves both lecture and lab components.

PHY210 Physics II **4 Semester Credit Hours**
Prerequisites: PHY200
This course discusses the topics of electricity and magnetism, optics, and modern physics. This course involves both lecture and lab components.

PN100 Introduction to Practical Nursing **3 Semester Credit Hours**
Prerequisites: None
Co-requisite: ZO115, ZO116
This course introduces the student to the practical nursing role. This course will review the scope of practice of the practical nurse. The course is designed to assist students with strategies on how to be successful in a nursing program; time management skills, medical terminology, medication math, and test taking skills. Development of critical thinking skills will be emphasized throughout the course. This course presents introductory concepts for the practical nurse. The course emphasizes the accountability and responsibility of practical nurse caring consistent with the code of ethics. The concepts of caring, client-centered care, teamwork and collaboration, evidence based nursing practice, quality improvement, safety, informatics and professionalism are introduced.

PN125 Lifespan Considerations in Practical Nursing I **5 Semester Credit Hours**
Prerequisites: PN100
Co-requisite: NU140
This course will introduce the student to the fundamental concepts of nursing practice and the application of the concepts with a focus on wellness and health promotion across the lifespan. The application of knowledge and skills occurs in the nursing laboratories and clinical settings. The clinical setting will be at affiliated long-term care facilities.

PN160 Lifespan Considerations in Practical Nursing II **5 Semester Credit Hours**
Prerequisites: PN125
This course builds on the previous nursing courses to further refine the concepts of evidenced based practice with application to the care of diverse patients across the lifespan with uncomplicated acute and chronic disorders in medical surgical, maternal child and pediatric patients. Application of knowledge and skills occurs in the nursing laboratories, simulation, and a variety of clinical settings.

PN175 Lifespan Considerations in Practical Nursing III **5 Semester Credit Hours**
Prerequisites: PN160
Co-requisite: PN180
This course builds on the previous nursing courses to further refine and apply the concepts of nursing practice in the care of diverse clients with uncomplicated/complicated acute and chronic conditions and mental health disorders across the lifespan. Application of knowledge and skills occurs in the nursing laboratories, simulation, and a variety of clinical settings.

PN180 Transition to Practice - PN **2 Semester Credit Hours**
Prerequisites: PN160
Co-requisite: PN175
This course is designed for students to explore current issues and trends in nursing and the healthcare system that impact the practice of the Practical Nurse. Student learning is focused on nursing professionalism and image, legal and ethical issues, the economics of health care, nursing management and leadership, and the interpersonal relationships among healthcare professionals. Preparation for licensure and the continuation of a student's nursing education is discussed.

PY101 Introduction to Psychology **3 Semester Credit Hours**
Prerequisites: None
The student, introduced to the nature and objectives of psychology, develops an appreciation of psychological research and findings. This course focuses on individual development--heredity and environment, conditioning processes, conflict and anxiety and defense mechanisms. Consideration is also given to interaction through social processes (group dynamics) in terms of dealing with reality and eventual self-actualization.

PY202 Lifespan Development **3 Semester Credit Hours**
Prerequisites: None
This course is designed to assist the student in gaining a general, foundational knowledge of human development across the lifespan. The student will look closely at the three spheres of development essential to this process: physical, cognitive, and social. Students will draw from their own experiences as well as be introduced to the most current understanding and literature regarding development.

SA101 Introduction to Addiction Counseling **3 Semester Credit Hours**
Prerequisites: None
This course provides students with an introduction to addiction counseling and addiction. The course will review substances of abuse and other addictions. Students will learn theories of addiction and introductory substance assessment and counseling techniques. It will review the physical, psychological and social implications of addiction counseling for various populations.

SA102 Ethics and Boundaries in Addiction Counseling **3 Semester Credit Hours**
Prerequisites: None
This class will provide students with an overview of ethical and boundary considerations in addiction counseling. The class will teach an ethical base for counseling, review ethical dilemmas, and teach various ethical decision-making models relevant to addiction counseling.

SA103 Motivational Interviewing **3 Semester Credit Hours**
Prerequisites: None
This course is designed to provide the student with an introduction to Motivational Interviewing (MI) and its application in addiction counseling through a didactic and experiential process. Focus will be on the eight stages in learning Motivational Interviewing as well as a concentration on an openness to a way of thinking and working that is collaborative and honors clients' self-direction. Students will begin by exploring cognitive-behavioral treatment and client-centered counseling skills as described by Carl Rogers to provide a supportive atmosphere in which clients can safely explore their experiences and ambivalence regarding substance use and abuse.

SA104 Multicultural Counseling in Addiction **3 Semester Credit Hours**

Prerequisites: None

This course will focus on the competency of multicultural and special population considerations in addiction counseling. This course will examine the student's own cultural development and assumptions in working with diverse populations, increase awareness of the role drugs and alcohol play in various cultures, and examine best practice methods of treatment incorporating gender and cultural issues.

SA201 Addiction and the Family **3 Semester Credit Hours**

Prerequisite: Any 100 level SA course.

This course will identify the effects of addiction counseling on the family and will explore current treatment approaches with affected others. Family role identification within a family systems perspective and addiction models will be explored. Additionally, students will review historical and cultural issues that help define family responses to addiction counseling and appropriate best practice models for interventions with family members.

SA202 Co-occurring Disorders **3 Semester Credit Hours**

Prerequisite: Any 100 level SA course.

Students will cover the most common co-occurring disorders, including Alcohol Dependency, Bipolar, Schizophrenia, Depression, Anxiety, and Polysubstance Dependency. Characteristics of the disorders as well as modalities of treatment options which will also include psychotherapy and pharmacological options will be discussed. The student will also gain a basic understanding of the DSM V.

SAC250 Current Topics in Addiction Counseling **3 Semester Credit Hours**

Prerequisites: None

Students in this course will learn how to access online resources that explore controversial issues impacting addiction and recovery. This is an interactive course that will emphasize critical thinking and the ability to articulate complex issues and positions.

SAC310 Professional Standards for Addiction Counseling **3 Semester Credit Hours**

Prerequisites: None

In this course we will examine the IC&RC's 12 Core Functions, the NAADAC Code of Ethics, state and federal regulations that govern addiction counselors, substance abuse agencies and available services. We will discuss the qualifications required for certified and licensed counselors, and the role and responsibilities of certified clinical supervisors. Students will study online resources that can help them prepare for the certification exam and access ongoing education for licensing renewal.

SAC320 Addiction Prevention: Theories and Techniques **3 Semester Credit Hours**

Prerequisites: None

This course examines the history of drug prevention programs and the development of science-based campaigns. We will discuss the role of research and the interpretation of statistical data, and will differentiate between primary, secondary and tertiary prevention.

SAC330 Interviewing and Counseling **3 Semester Credit Hours**

Prerequisites: None

This course will examine the techniques of effective interviewing skills and reporting requirements during client interviews. Current research and theory in learning and motivation will be examined and students will participate in field-based scenarios that will demonstrate effective interviewing techniques

SAC340 Professional Documentation for Addiction Counselors **3 Semester Credit Hours**

Prerequisites: None

In this course, students will learn about standardized forms, guidelines governing documentation, scope of practice limitations, federal confidentiality regulations concerning documentation, and electronic medical record programs (EMR). Students will learn and practice the techniques of professional writing, developing clear and concise documentation based on case studies.

SAC350 Diagnosis and Treatment Planning in Addiction Services **3 Semester Credit Hours**
Prerequisites: None
Students in this course will learn guidelines for developing objective addiction diagnoses, review the parameters for addictions counselors in diagnosing and describing disorders and treatment needs, and learn how to create measurable, behavioral treatment plans based on their observations. We will also discuss strength-based treatment planning and techniques to effectively partner with clients through the diagnosis and treatment planning process.

SAC360 Fundamentals of Public Health **3 Semester Credit Hours**
Prerequisites: None
This course introduces students to the field of public health: its historical evolution, fundamental theories, concepts and practice in the US, and its core values and ethical principles. The structure of the public health system, the ten essential services, and the core knowledge areas (epidemiology, biostatistics, social and behavioral sciences, environmental health, and healthcare policy and administration) are outlined in order for students to comprehend the breadth of complex factors impacting health and the tools available to protect and promote health.

SAC370 Community Psychology **3 Semester Credit Hours**
Prerequisites: None
Community Psychology as a discipline and as professional practice is continually changing - it is the understanding that context matters. This course will encourage students to contribute to this body of applied knowledge. Social issues, community support systems, and policies and interventions that foster collective and individual wellness are the focus of this interactive and interdisciplinary subject.

SAC380 Human Services Organizational Systems **3 Semester Credit Hours**
Prerequisites: None
This course prepares students to function effectively within organizations, as most human services work involves interactions with multiple private and public organizations. Students develop an understanding of organizational structure and functions through an overview of common organizational structures and management systems and the principles of organizational behavior that influence the work environment. An introduction to the strategic planning and budgeting cycle is provided including the process of grant funding. Basic concepts of personnel management and common techniques and procedures for outcome measurement and program evaluation will also be presented.

SAC390 Counseling Theories for Addiction Treatment **3 Semester Credit Hours**
Prerequisites: None
This course provides a historical perspective of the major treatment approaches that have been used to treat addictions, including psychoanalysis, and behavioral therapy, with a focus on cognitive behavioral therapy. Students will learn how to apply CBT and Motivational interviewing concepts through experiential exercises.

SAC400 Spirituality and Addiction **3 Semester Credit Hours**
Prerequisites: None
This course explores the historical connection between spirituality and addiction, including prehistoric rituals, temperance movements, the creation of Alcoholics Anonymous, the development of therapeutic communities, and current programs that include spiritual components. Students will identify potential values conflicts that counselors may experience in their work and the impact cultural factors may have on treatment results.

SAC410 Public Policy and Advocacy **3 Semester Credit Hours**
Prerequisites: None
Students in this course will become acquainted with human services policies and the legislative and private sector processes of policy development. Students will further discover the role of advocacy in influencing social welfare programs for a variety of populations. Students learn the skills needed to act effectively in developing policies and for planning an advocacy campaign.

SAC420 Process Addictions **3 Semester Credit Hours**
Prerequisites: None
This course provides advanced study in the treatment of process addictions, such as compulsive gambling, sexual addiction, work addiction, spending addiction, and eating disorders. Students learn the special issues involved in screening, assessment, prevention, treatment, and relapse prevention related to process addictions.

SC101 Introduction to Sociology **3 Semester Credit Hours**

Prerequisite: None

This course introduces the student to the study of society and the interaction of individuals within a society. Major areas of study include the concepts and theory of sociology, culture, social structure and social change.

WD100 SMAW Fundamentals **5 Semester Credit Hours**

Prerequisite: None

This course provides the student with the opportunity to develop attitudes in welding safety, skills in shielded metal arc welding (SMAW) fundamentals, operation of welding machine power sources and accessories, electrode classification and selection. It provides training for the skill development necessary to make pad welds in all positions using E6010 and E7018 electrodes. It also provides training to develop the manual skills necessary to make quality stringer and weave beads in all positions using E7018 on 3/8" mild steel plate. Students will become proficient with oxy fuel torches and be issued a torch safety certificate as well. Students will have the opportunity to develop skills making multi-pass fillet welds on inside corner joints. Students will also learn the plasma arc cutting process.

WD120 Metallurgy and Blueprint Reading **6 Semester Credit Hours**

Prerequisite: None

Co-requisite: WD100

Students in this course will study ferrous and nonferrous metals from the ore to the finished product. Emphasis will be placed on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Also, this course develops skills in the recognition and application of quality standards in the technical field of welding. Information is presented to explain the relationship between costs and weld quality and the necessary elements that must be considered to develop a quality assurance and quality control program. Development of welding procedures, qualification of procedures, the technical representation of welding discontinuities and defects, and destructive and non-destructive testing are also introduced. Blueprint Reading and Drafting for Fitters and Welders teaches the meanings of views, lines, sizes, dimensions, and welding terms; emphasizes welding symbols and blueprint reading; and develops basic drawing skills by means of practice with these symbols and with basic orthographic projection exercises

WD140 SMAW Intermediate **4 Semester Credit Hours**

Prerequisite: WD100, WD120

This course provides the students with the opportunity to develop skills making multi-pass groove welds on 3/8 mild steel plate using open root technique. Students will learn how to properly fit up and weld open root plate in all positions with E6010 and E7018 electrodes. This course introduces the student to requirements of the American Welding Society, Structural Welding Code D1.1, and AWS 3-89 Standard for AWS Certified Welders with AWS Structural Certification in mind. The students have the opportunity to develop skills to make quality groove welds on 3/8" thick plate steel with backing strap, using 1/8" diameter E7018 electrodes in the 1G (flat), 2G (horizontal), 3G (vertical up), and 4G (overhead) positions. Students will continue using torches and plasma cutting to cut out their bend tests.

WD160 FCAW and GMAW Fundamentals **4 Semester Credit Hours**

Prerequisite: None

Co-requisite: WD140

This course provides the student with the opportunity to develop skills using the semi-automatic, flux-cored arc welding (FCAW) process. Emphasis on the proper use of semi-automatic equipment, operations, and machine adjustments will be explained. It provides training to develop the manual skills to make quality multi-pass welds in all positions on plate. Air carbon arc gouging and ceramic backing are also skills that are introduced for making complete joint penetration (CJP) welds as opposed to partial joint penetration (PJP) welds. The course also offers the students the opportunity to develop skills for the gas metal arc welding (GMAW) process in similar welding positions as practiced in WD100 and WD140. Instruction includes fundamental types of equipment and the basic theory and practice of metal transfer modes for GMAW.

WD180 GTAW Fundamentals **4 Semester Credit Hours**

Prerequisite: WD140, WD160

This course introduces the gas tungsten arc welding (GTAW) process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students will be able to perform GTAW fillet, open root, and regular groove welds in multiple positions with different techniques. Students will learn how to do build ups, using GTAW, for lack of stock, and may see some use of copper chiller plates for welding thin materials.

WD200 SMAW Pipe **4 Semester Credit Hours**

Prerequisite: None

Co-requisite: WD180

This course offers the students the opportunity to develop skills in open root stick pipe procedures. It offers training to develop the manual skills necessary to perform proper joint fit-up and tacking procedures. Students will develop skills to produce quality multi-pass welds on schedule 80 mild steel pipe in the 2G, 5G, and 6G positions, using E6010 and E7018 electrodes. The students will train to qualify as a welder in accordance with Section 4, Maine Boiler Rules, and A.S.M.E. Boiler and Pressure Vessel Code, Section IX for welder qualifications for preparation to pass weld testing for pipe welding jobs.

WD220 GTAW Pipe & Aluminum Welding **4 Semester Credit Hours**

Prerequisite: WD180, WD200

This course offers the student the opportunity to develop skills in the GTAW process on mild steel pipe and introduces thin wall (schedule 10) stainless steel pipe and the expectations and techniques that go along with it. Students will also develop the skills necessary to produce quality open root groove welds on mild steel pipe and quality groove welds on stainless steel pipe. This course also provides the opportunity for skill reinforcement of the "walking the cup" technique to deposit the root, hot, and fill passes and incorporates the SMAW process with E7018 low hydrogen electrodes for completing the weld. Identification of pipe welding defects is also included. Students will be able to bend test their pipe weld coupons as well. This course also provides the student with the skills necessary to safely set up and shutdown both GMAW and GTAW welding equipment for use on aluminum. It also provides the student with the skills necessary to produce stringer beads, pad, and fillet welds in all positions, using both processes.

WD240 Fabrication and Pipefitting Fundamental **5 Semester Credit Hours**

Prerequisite: None

Co-requisite: WD220

This course offers the students the opportunity to develop fabrication skills and proper attitudes in fitting and tacking materials safely. Instruction includes fundamental layout skills and practices and will include welding skills from all previous welding classes to produce accurately fit weldments. Students will learn some common math formulas for fitting steel and learn to figure out the weight of objects for rigging applications. Students will get exposure to a track torch for cutting and heat straightening materials. This course offers the student an introduction to pipefitting theory, nomenclature, materials, calculations, and layout. It offers the student the opportunity to develop skills necessary to successfully fit pipe including the safe use of hand and power tools. This course presents the student with the opportunity to develop skills in above ground piping with a focus on field measurements and the safe use of ladders and rigging. Pipe hanger systems, salvage and demolition will be examined and practiced, with an introduction to butt weld piping systems.

ZO101 Medical Terminology **3 Semester Credit Hours**

Prerequisites: None

This course is designed to give the student a written and oral vocabulary of the medical language. Emphasis is placed on spelling, speaking, building, and defining medical terms through study of medical root elements, suffixes, prefixes and combining forms. Audiovisual aids, case histories and surgical reports help develop this course. Major body system terminology will be presented, as well as diagnostic procedures and basic pharmacological terminology.

ZO115 Human Anatomy and Physiology of the Structural Systems **4 Semester Credit Hours**

Prerequisite: None

In this course, basic bio-organization and six areas of the body structural systems are studied. The gross and microscopic structures and function of integumentary system, skeletal system, muscular system, nervous system, endocrine system and special senses are explored. Emphasis is placed on the diseases and diagnostic procedures related to each of these systems. This course involves both lecture and lab components.

ZO116 Human Anatomy and Physiology of the Organ Systems **4 Semester Credit Hours**

Prerequisite: None

The gross and microscopic structures and function of the blood, the male and female reproductive systems, cardiovascular system, lymphatic system, respiratory system, digestive system, and urinary system are explored. Emphasis is placed on the diseases and diagnostic procedures related to each system. This course involves both lecture and lab components.

ZO211 Microbiology **4 Semester Credit Hours**

Prerequisite: ZO115, ZO116.

This course uses biological principles to help the student understand microorganisms as they relate to health sciences. Learning is focused on the metabolism, the environment, and the genetics of microorganisms. Topics include the body's response to microorganisms, disease, and the body's defense mechanisms, the infection cycle, and transmission from host to host. Chemistry is integrated for understanding the enzymatic functions and microbial physiology. This course includes a laboratory which explores the physiological, nutritional, and environmental needs of bacteria and fungi. Sterilization techniques, the use of the microscope, and the antibiotic susceptibility of bacteria are also studied. Laboratory activities include cultivation techniques, microscopy, biochemical assays, immunoassays and identification. This course involves both lecture and lab components.

ZU310 Genetics **4 Semester Credit Hours**

Prerequisites: ZO211

This course prepares the student with a general knowledge of gene structure and the human genomes organization and function. The topics will explore the structure and function of genes, chromosomes and genomes, biological variation resulting from recombination, mutation, and selection, population genetics, use of genetic methods to analyze protein function, gene regulation and inherited diseases.

Avocational Courses

The University is pleased to expand its educational offerings while maintaining the high standards of instruction and student service expected from the University. However, it is critical for prospective students to note the distinction between the University's core vocational programs and these new offerings:

- **Non-Accredited Status:** These avocational courses are not included in the scope of Beal University's institutional accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC).

- **Non-Vocational:** The courses are solely for personal interest and skill enhancement. They are not intended to prepare students for employment. Successful completion of these courses does not lead to a diploma or a degree.

- **Financial Aid:** Since these are designated as avocational courses, they are not eligible for federal or state financial aid programs, nor are they covered by the University's Refund Policy that applies to its accredited programs.

Students are encouraged to explore these new opportunities for lifelong learning. For all other academic policies, procedures, and information concerning Beal University's accredited programs, students should refer to the current edition of the Catalog and Student Handbook.

Avocational courses are 3-hour classes, 2 days per week, for 4 weeks totaling 24 hours.
These courses are non-credit, narrower in scope, and do not include comprehensive assessments, fabrication projects, or program level competencies.

Tuition is priced at $720 for each course.
Tuition is due prior to the start date of each class or can be made in two installment payments of $360 upon prior approval of the University. If a payment arrangement is complete with the University, the first installment is due prior to the start date of the first day of class and then second installment payment of $360 being due in full payment prior to the start of week 3 of the course.

Classes are primarily hands-on with minimal classroom time to make the most of the student's booth time and give students a working vocabulary of each topic. Students can expect a thorough hands-on demonstration of each process and visual representation of the desired results.

Personal Protective Equipment (PPE) will need to be purchased separately, or existing PPE must be approved by the instructor prior to start of the course. Students will not be able to participate in classes without proper PPE. The University will provide oxyfuel cutting/grinding shields for use during classes and welding beanies and hearing protection. All students should have non-flammable pants and steel toe boots

Avocational Course Descriptions

Class: AV005 Oxyfuel Cutting, Plasma Cutting, and Arc Gouging Basics and Safety
Pre-requisite Class: None
Students will be introduced to oxyfuel cutting torches (OFC-A), plasma cutters (PAC), and arc gouging equipment (CAC-A). Students will learn to safely set up and operate each and the limitations of torches, plasma cutters, and arc gougers. Students will learn which method of cutting is the best for specific jobs and get to work on mastering each while cutting on different materials. By the end of the class, students should be able to choose the correct cutting option for a job and confidently set up and use each method and be aware of all of the safety concerns involved in cutting.

Class: AV010 Introduction to SMAW (Stick) Welding
Pre-requisite Class: None
Students will be introduced to Shielded Metal Arc Welding (SMAW, commonly called stick welding) equipment and SMAW welding uses and safety. Students will learn basic electrode selection and classifications. Students will learn to strike electrodes and to form beads. Students will practice beads on plate, welding pads, in flat, horizonal, vertical, and overhead positions. If students do well at this, they will be moved onto fillet welding in similar positions. By the end of this class, students should be able to set up SMAW welders and be able to strike an arc and form decent beads in all four positions.

Class: AV015 SMAW (Stick) Structural Plates
Pre-requisite Class: AV005 and AV010
Students will be introduced to the D1.1 Structural Steel Welding Code and the accompanying tests for the American Welding Society (AWS) certifications in welding. Students should have good basic SMAW welding fundamentals to take this class, if not, they should take Introduction to SMAW (Stick) Welding. Students will learn the fit up for these tests, hold points, acceptance criteria, bend test layout, and bend test acceptance criteria. Students will also work on oxyfuel torch and plasma skills to prepare bend test specimens. If you are unfamiliar with either of these processes you should take the Oxyfuel Cutting, Plasma Cutting, and Arc Gouging Basics and Safety class prior to this class. A poorly prepared bend test specimen will prevent your weld from being bend tested. Students who do well with limited thickness testing will be moved onto unlimited thickness tests. By the end of class, students will understand the AWS D1.1 structural tests and requirements to pass them using SMAW, we will not be offering AWS certifications.

Class: AV020 E6010 SMAW (Stick) Welding
Pre-requisite Class: AV005, AV010, and AV015
Students should have good SMAW welding skills to take this class, if not, they should take Introduction to SMAW (Stick) Welding and SMAW (Stick) Structural Plates. Students will learn the fit up for these tests, hold points, acceptance criteria, bend test layout, and bend test acceptance criteria. Students will also work on oxyfuel torch and plasma skills to prepare bend test specimens. If you are unfamiliar with either of these processes you should take the Oxyfuel Cutting, Plasma Cutting, and Arc Gouging Basics and Safety class prior to this class. Students will be introduced to E6010 stick electrodes. Students will practice a new welding manipulation making pad welds in all positions on plate. Students will learn the fit-up requirements for 6010 and the manipulations required for depositing 6010 roots on plate in preparation for open root stick pipe welding. After rooting students will switch to E7018 electrodes for fill and cap passes. By the end of this class, students should be able to deposit acceptable open root welds in multiple positions using E6010 electrodes.

Class: AV025 Introduction to Wire Fed Welding
Pre-requisite Class: None
Students will learn equipment and shielding gas requirements and welding techniques for two of the most in demand welding processes in the fabrication industry, Gas Metal Arc Welding (GMAW, commonly known as MIG) and Flux Cored Arc Welding (FCAW, commonly known as Flux Core). Students will learn to trouble shoot welding problems with wire fed welding machines and how to fix them. Students will start out welding beads on plate (pad welding) in flat, horizontal, vertical, and overhead welding. Students will progress at their own pace into fillet welding. By the end of class, students should be able to set up and operate wire fed welding equipment safely and have an understanding of which process would work best for different applications and be able to weld decent beads in all four positions.

Class: AV030 FCAW Structural Plates

Pre-requisite Class: AV025
Structural Wire Fed Welding will focus mainly on Flux Cored Arc Welding (FCAW) is for someone who already has experience with wire fed welding and would like to enhance their skills towards passing American Welding Society (AWS) D1.1 Structural Steel Welding Code test plates. Students will learn about the D1.1 Structural Steel Welding Code and the accompanying tests for the American Welding Society (AWS) certifications in welding. Students will learn the fit up for these tests, hold points, acceptance criteria, bend test layout, and bend test acceptance criteria. Students will also work on oxyfuel torch and plasma skills to prepare bend test specimens. If you are unfamiliar with either of these processes you should take the Oxyfuel Cutting, Plasma Cutting, and Arc Gouging Basics and Safety class prior to this class. A poorly prepared bend test specimen will prevent your weld from being bend tested. Students will get opportunities to take limited thickness tests and unlimited thickness tests. By the end of class, students will understand the AWS D1.1 structural tests and requirements to pass them using FCAW, we will not be offering AWS certifications.

Class: AV035 Introduction to GTAW (Tig) Welding
Pre-requisite Class: None
Students will be introduced to Gas Tungsten Arc Welding (GTAW, commonly called tig welding) equipment and GTAW welding uses and safety. Students will learn basic electrode, shielding gas, and filler metal selection and classifications. Students will learn to walk the cup and freehand techniques with their tig rig and lay wire and dabbing wire manipulations. Students will practice beads on plate, welding pads, in flat, horizonal, vertical, and overhead positions. Students will be moved onto fillet welding in similar positions. By the end of this class, students should be able to set up GTAW welders and be able to weld consistent quality beads in all positions.

Class: AV040 GTAW (Tig) Structural Plates
Pre-requisite Class: AV005 and AV035
Students should have good GTAW welding fundamentals to take this class, if not, they should take Introduction to GTAW (Tig) Welding. Students will learn the fit up for these tests, hold points, acceptance criteria, bend test layout, and bend test acceptance criteria. Students will also work on oxyfuel torch and plasma skills to prepare bend test specimens. If you are unfamiliar with either of these processes you should take the Oxyfuel Cutting, Plasma Cutting, and Arc Gouging Basics and Safety class prior to this class. A poorly prepared bend test specimen will prevent your weld from being bend tested. Students who pass limited thickness GTAW tests will move onto open root GTAW plates in preparation for GTAW pipe welding. By the end of this class, students should be able to pass GTAW bend tests in multiple positions.

Class: AV045 GTAW (Tig) Pipe
Pre-requisite Class: AV005, AV035, and AV040
Students should have advanced GTAW welding skills to take this class, if not, they should take Introduction to GTAW (Tig) Welding and GTAW Structural Plates to gain experience necessary to be successful in this class. Students will learn the fit up for these tests, hold points, acceptance criteria, bend test layout, and bend test acceptance criteria. Students will also work on oxyfuel torch and plasma skills to prepare bend test specimens. If you are unfamiliar with either of these processes you should take the Oxyfuel Cutting, Plasma Cutting, and Arc Gouging Basics and Safety class prior to this class. Students will learn to weld GTAW welding on pipe in multiple positions, leading up to the standard pipe testing position of 6G on mild carbon pipe. Students will also learn the expectations of pipe welding and cutting and testing of pipe weld coupons. By the end of this class students should be able to put acceptable GTAW roots in pipe in multiple positions.

Class: AV050 SMAW (Stick) Pipe
Pre-requisite Class: AV005, AV010, AV015, and AV020 Students should have advanced SMAW welding skills to take this class, if not, they should take Introduction to SMAW (Stick) Welding, SMAW (Stick) Structural Plates, and E6010 SMAW (Stick) Welding. Students will learn the fit up for these tests, hold points, acceptance criteria, bend test layout, and bend test acceptance criteria. Students will also work on oxyfuel torch and plasma skills to prepare bend test specimens. If you are unfamiliar with either of these processes you should take the Oxyfuel Cutting, Plasma Cutting, and Arc Gouging Basics and Safety class prior to this class. Students will start out welding pipe in 2g, then 5G, and lastly the standard testing position of 6G. By the end of this class, students should be able to pass 6010 root pipe tests in multiple positions.

Class: AV055 GTAW (Tig) and GMAW (Mig) Aluminum
Pre-requisite Class: AV035
Students should have good GTAW welding fundamentals to take this class, if not, they should take Introduction to GTAW (Tig) Welding. Students will work on free handing GTAW Aluminum on thin gauge aluminum welding beads

on plate (pad welding) in flat, horizontal, vertical, and overheard positions. Students will work on fillet welds and outside corner joints on thin gauge aluminum and full penetration butt joints as well. Students will learn GMAW spool guns for aluminum on thicker sections of aluminum. By the end of this class, students should be able to make acceptable welds on aluminum with GTAW and GMAW and determine which process is best for a particular job based on thickness and production requirements.

Class: AV060 Free Welding: Process of Choice
Pre-requisite Class: Depends on the choice of class
This class will offer students the opportunity to get more hands-on time with any process that they have already taken a class for. Students can take this class after taking any of the classes to get more time to work on specific skills and could take it at the same time as any other class is running. The student will already have had all of the classroom and shop knowledge of the subject and will be 100% welding practice of their choice with guidance from an instructor as needed. They could weld on multiple processes in this class and focus on specific welding tests or types of welding that they would like to get better at. The instructor will be teaching other students' class specific welding but will be available to offer help and offer insight on what the student is focusing on.

CATALOG SUPPLEMENT

Administration and Faculty

Effective: 11/2/2026

Sheryl DeWalt	President and CEO
Steve Villett	Chief Operating Officer
Anie Bonilla	Senior Vice President of Academic Affairs
Brenton Carlini	Senior Vice President of Institutional Effectiveness
Renee Dunton	Senior Vice President of Finance, Payroll and Benefits
Consuela Phillips	Vice President of Financial Aid
Amber Gray	Director of Admissions
Robin Tardiff	Director of Human Resources
Ginger Glodowske	Director of Student Services
Phil Payne	Director of Career Services
Donna Bancroft	Librarian
Olivia Gauvin	Registrar

For education related questions, please see any member of the education team labeled below as a "Dean", "Director" or "Program Director".

Bonilla, Anie Ph.D.	Senior Vice President of Academic Affairs	School of Business & Technology School of Health Sciences School of Nursing	Ph.D – Alliant International University MS – Alliant International University BA – Chapman University

Deans

Carr, Denise DNP, RN, CNE	Dean of Nursing	Nursing Nursing Practice	DNP – Liberty University PMHNP – Husson University MSN – Husson University, BSN and ASN – University of Maine
McCusker, Kasey MSES	Dean of Health Sciences and General Education	Biomedical Science Healthcare Science Healthcare Administration Public Health	MSES – Concordia University of Chicago BS – Longwood University
Villett, Steve MBA	Dean of Business & Technology and General Education	Accounting Business Administration Cybersecurity	MBA – Endicott University BA – North Adams State College

Program Directors

Ariola, Raven MS	Program Director	Cannabis Business, Cannabis Sciences Medicinal Plant Sciences	MS-MCST – University of Maryland, Baltimore BS – Alderson Broaddus University
Carr, Denise DNP, PMHNP, RN, CNE	Program Director	Nursing Nursing Practice	DNP – Liberty University PMHNP – Husson University MSN – Husson University,

			BSN and ASN – University of Maine
Englert, Mary "Micki" DNP, FNP-BC, CNE	Program Director	Nursing Practice Family Nurse Practitioner Nursing	DNP – University of North Florida MSN-FNP and BSN – Thomas Jefferson University
Fox, Nicholas "Nick"	Program Director	Welding Technology	Eastern Maine Community College
Hiotellis, Sofoklis MBA	Program Director	Business Administration Business Accounting	MBA – Strayer University MS and BS – Old Dominion University
Gillespie, Patricia MBA, RHIA	Program Director	Health Information Technology Health Information Management Medical Billing and Coding Healthcare Science	MBA – Davenport University BS – Weber State University AAS and Certificate – Central Oregon Community College
McCusker, Kasey MSES	Program Director	Health and Wellness	MSES – Concordia University of Chicago BS – Longwood University
Owens, JaCarie MS, LMHC, NCC	Program Director	Addiction Counseling Mental Health Counseling	PhD Candidate ABD – Walden University MS CMHC – Walden University BS – Langston University AA – Southwestern Community College
Serrao, Sean MNSP, MS SCM, MBA	Program Director	Cybersecurity	MNSP – Duke University MS SCM – Brown University MBA – University of South Florida BA – Stetson University

Lead Faculty

Brown, Catherine "Katie" MSN, RN	Lead faculty (Wilton)	Nursing	MSN and BSN – Purdue University Global AS – Central Maine Medical Center
Carlini, Brenton DC, M.Ed	Lead faculty	Biomedical Science	DC – New York Chiropractic College Med – Western Governors University BA – Allegheny College Certificate – Pittsburg Technical Institute
McClee, Von DrPH	Lead faculty	Public Health	DrPH – University of Georgia MS – Georgia State University BS – Mississippi State University
Pinto-Oehme, Pamela DHA, MBA, CPC	Lead faculty	Healthcare Administration	DHA - University of Phoenix MBA and BS – University of Phoenix
Washington, Nathan PhD, PMP, CSM	Lead faculty	Public Administration	PhD – Capella University MPA – Troy University BS – Excelsior University AA – City College of Chicago

Full-time Faculty:

Bagrii, Kateryna MSN, APRN	Full-time faculty	Nursing	MSN – Husson University BSN – University of Maine at Fort Kent ASN – Eastern Maine Community College
Everette, Nacole MS-HIM, RHIA	Full-time faculty	Health Information Technology Health Information Management	MS and BS and Certificate – East Carolina University
Holmes, Debra MSN, RN	Full-time faculty	Nursing	MSN – St. Joseph's College BSN and AS – University of Maine at Orono

Kolln, Amanda MSN, RN	Full-time faculty (Wilton)	Nursing	MSN – Beal University BSN and AAS – Purdue University
Merrill, Mason	Full-time faculty	Welding Technology	Certificate – Washington County Community College
Mitzel, Desiree BSN, RN	Full-time faculty	Nursing	BSN – Empire State University AAS – Orange County Community College
Sapienza, Christina MSN, RN	Full-time faculty	Nursing	MSN – Beal University BSN – University of Southern Maine
Simmons, Hilari RHIT, CCS, CPC-I, CPC, CCMA, CPRC, AHI, CBCS	Full-time faculty	Health Information Technology	BS and AAS – Beal University AAS – Eastern Maine Community College
Tanner, Sherri ADN, BSN	Full-time faculty	Nursing	ADN – Central Maine Medical Center College of Nursing and Health Professions

Academic Calendar

Effective: 7/6/2026

Program Start Dates

Beal University schedules six modules in a calendar year that meets for eight weeks.

Beal University observes Constitution and Citizenship Day on September 17th of each year to commemorate the September 17, 1787, signing of the United States Constitution. If September 17th falls on a Saturday, Sunday, or holiday, the University will celebrate Constitution Day during the preceding or following week.

2026		
	Start	**End**
MOD 3	1/5/2026	2/27/2026
MOD 4	3/2/2026	4/24/2026
MOD 5	5/4/2026	6/26/2026
MOD 6	7/6/2026	8/28/2026
MOD 1	9/8/2026	10/30/2026
MOD 2	11/2/2026	12/24/2026

2027		
	Start	**End**
MOD 3	1/4/2027	2/26/2027
MOD 4	3/1/2027	4/23/2027
MOD 5	5/3/2027	6/25/2027
MOD 6	7/6/2027	8/27/2027
MOD 1	9/7/2027	10/29/2027
MOD 2	11/1/2027	12/24/2027

2028		
	Start	**End**
MOD 3	1/3/2028	2/25/2028
MOD 4	2/28/2028	4/21/2028
MOD 5	5/1/2028	6/23/2028
MOD 6	7/3/2028	8/25/2028
MOD 1	9/5/2028	10/27/2028
MOD 2	10/30/2028	12/22/2028

Holidays

The below holidays are days where the campus will be closed.

	2026	**2027**	**2028**
Holiday	**Date**	**Date**	**Date**
Presidents Day	February 16, 2026	February 15, 2027	February 21, 2028
Patriot's Day	April 20, 2026	April 19, 2027	April 17, 2028
Spring Break	April 27, 2026 – May 1, 2026	April 26 - 30, 2027	April 24 - 28, 2028
Memorial Day	May 25, 2026	May 31, 2027	May 29, 2028
Summer Break	June 29, 2026 – July 3, 2026	June 28, 2027 – July 2, 2027	June 26-30, 2028
Independence Day	July 4, 2026	July 5, 2027	July 4, 2028
Fall Break	August 31, 2026 – September 4, 2026	August 30, 2027 – September 3, 2027	August 28, 2028 – September 1, 2028
Labor Day	September 7, 2026	September 6, 2027	September 4, 2028
Veteran's Day	November 11, 2026	November 11, 2027	November 10, 2028
Thanksgiving	November 26 -27, 2026	November 25 -26, 2027	November 23 -24, 2028
Winter Break	December 25, 2026 – January 1, 2027	December 27 - 31, 2027	December 25, 2028 – January 1, 2029

Tuition and Fees

Effective 11/2/2026

Mark Program	Program	Location	Delivery Method	Credits	Length (in Months)	Estimated Fees	Health Insurance Fee***	Book Costs (Estimated)	Semester Costs (Average)	Tuition
☐	Associate of Applied Science in Accounting-DE	Bangor	Online	62	20	$2,200	N/A	$3,400	$6,050	$27,900
☐	Associate of Applied Science in Addiction Counseling-DE	Bangor	Online	60	20	$2,130	N/A	$2,500	$5,850	$27,000
☐	Associate of Applied Science in Addiction Counseling-DE	Bangor	Online	60	40†	$2,130	N/A	$2,500	$2,950	$27,000
☐	Associate of Applied Science in Business-DE	Bangor	Online	60	20	$2,130	N/A	$3,000	$5,850	$27,000
☐	Associate of Applied Science in Cannabis Business Administration-DE	Bangor	Online	60	20	$2,130	N/A	$3,000	$5,850	$27,000
☐	Associate of Applied Science in Cannabis Business Administration-DE	Bangor	Online	60	40†	$2,130	N/A	$3,000	$2,950	$27,000
☐	Associate of Applied Science in Cannabis Sciences-DE	Bangor	Online	60	18	$2,130	N/A	$3,500	$6,950	$29,100
☐	Associate of Applied Science in Cannabis Sciences-DE	Bangor	Online	60	36†	$2,130	N/A	$3,500	$3,500	$29,100
☐	Associate of Applied Science in Cybersecurity-DE	Bangor	Online	65	20	$2,305	N/A	$2,500	$7,200	$33,650
☐	Associate of Applied Science in Health and Wellness-DE	Bangor	Online	61	16	$2,165	N/A	$3,000	$7,450	$27,450
☐	Associate of Applied Science in Health Information Technology-DE	Bangor	Online	61	18	$2,400	N/A	$3,800	$6,650	$27,450
☐	Associate of Applied Science in Health Information Technology-DE	Bangor	Online	61	36†	$2,400	N/A	$3,800	$3,350	$27,450
☐	Associate of Applied Science in Healthcare Science-DE****	Bangor	Online	61	20	$2,165	N/A	$3,000	$5,950	$27,450
☐	Associate of Applied Science in Nursing	Bangor and Wilton	Hybrid	69	20	$4,490	$2,000	$3,000	$9,250	$43,725
☐	Associate of Applied Science in Welding Technology-DE**	Bangor	Online	60	8	$870	N/A	$1,000	$5,850	$10,800
☐	Bachelor of Science in Addiction Counseling-DE	Bangor	Online	121	42	$4,265	N/A	$6,500	$5,650	$54,675

Mark Program	Program	Location	Delivery Method	Credits	Length (in Months)	Estimated Fees	Health Insurance Fee***	Book Costs (Estimated)	Semester Costs (Average)	Tuition
☐	Bachelor of Science in Biomedical Science-DE	Bangor	Online	122	34	$4,300	N/A	$7,500	$7,450	$58,650
☐	Bachelor of Science in Biomedical Science-DE	Bangor	Online	122	68†	$4,300	N/A	$7,500	$3,750	$58,650
☐	Bachelor of Science in Business Administration-DE	Bangor	Online	121	40	$4,265	N/A	$6,500	$5,900	$54,675
☐	Bachelor of Science in Cybersecurity-DE	Bangor	Online	122	40	$4,300	N/A	$4,000	$6,700	$62,425
☐	Bachelor of Science in Health Information Management-DE	Bangor	Online	120	38	$4,465	N/A	$7,600	$6,200	$54,225
☐	Bachelor of Science in Health Information Management-DE	Bangor	Online	120	76†	$4,465	N/A	$7,600	$3,100	$54,225
☐	Bachelor of Science in Healthcare Science-DE	Bangor	Online	120	36	$4,230	N/A	$7,600	$6,600	$54,900
☐	Bachelor of Science in Medicinal Plant Sciences-DE	Bangor	Online	120	34	$4,230	N/A	$6,000	$7,450	$58,800
☐	Bachelor of Science in Nursing	Bangor	Hybrid	120	30	$6,275	$2,000	$4,500	$8,900	$62,125
☐	Bachelor of Science RN-BSN-DE**	Bangor	Online	120	14	$1,925	N/A	$1,500	$6,350	$20,150
☐	Bachelor of Science RN-BSN-DE**	Bangor	Online	120	26†	$1,925	N/A	$1,500	$3,400	$20,150
☐	Diploma in Addiction Counseling-DE	Bangor	Online	39	14	$1,395	N/A	$1,300	$5,500	$17,750
☐	Diploma in Addiction Counseling-DE	Bangor	Online	39	28†	$1,395	N/A	$1,300	$2,750	$17,750
☐	Diploma in Cannabis Business Operations-DE	Bangor	Online	30	10	$1,080	N/A	$2,000	$5,850	$13,500
☐	Diploma in Cannabis Business Operations-DE	Bangor	Online	30	20†	$1,080	N/A	$2,000	$2,950	$13,500
☐	Diploma in Cybersecurity - DE	Bangor	Online	31	10	$1,115	N/A	$1,000	$7,300	$17,050
☐	Diploma in Medical Billing and Coding-DE	Bangor	Online	34	10	$1,220	N/A	$3,000	$6,650	$15,300
☐	Diploma in Practical Nursing	Bangor	Hybrid	37	10	$1,425	N/A	$3,000	$10,250	$24,125
☐	Diploma in Welding Technology	Bangor	Residential	36	8	$1,290	$2,000	$500	$9,650	$18,000
☐	Master of Business Administration-DE	Bangor	Online	30	18	$1,080	N/A	$2,000	$4,250	$18,000
☐	Master of Healthcare Administration-DE	Bangor	Online	36	12	$1,290	N/A	$1,500	$6,800	$19,000
☐	Master of Healthcare Administration-DE	Bangor	Online	36	24†	$1,290	N/A	$1,500	$3,400	$19,000
☐	Master of Public Administration-DE	Bangor	Online	36	12	$1,290	N/A	$2,500	$7,100	$19,950
☐	Master of Public Administration-DE	Bangor	Online	36	24†	$1,290	N/A	$2,500	$3,550	$19,950
☐	Master of Public Health-DE	Bangor	Online	36	12	$1,290	N/A	$1,500	$7,000	$19,650
☐	Master of Public Health-DE	Bangor	Online	36	24†	$1,290	N/A	$1,500	$3,500	$19,650

Mark Program	Program	Location	Delivery Method	Credits	Length (in Months)	Estimated Fees	Health Insurance Fee***	Book Costs (Estimated)	Semester Costs (Average)	Tuition
☐	Master of Science Clinical Mental Health Counseling-DE	Bangor	Online	66	22	$2,340	N/A	$2,000	$8,550	$44,550
☐	Master of Science Clinical Mental Health Counseling-DE	Bangor	Online	66	44†	$2,340	N/A	$2,000	$4,300	$44,550
☐	Master of Science in Nursing Family Nurse Practitioner	Bangor	Hybrid	62	20	$2,320	N/A	$4,000	$9,950	$47,425
☐	Master of Science in Nursing Family Nurse Practitioner	Bangor	Hybrid	62	40†	$2,320	N/A	$4,000	$5,000	$47,425
☐	Master of Science in Nursing-DE Nursing Education	Bangor	Online	34	20	$1,220	N/A	$2,000	$4,200	$19,550
☐	Master of Science in Nursing-DE Nursing Executive	Bangor	Online	34	20	$1,220	N/A	$2,000	$4,200	$19,550

† Denotes a part-time program schedule.
** Denotes a degree completion program. See admissions requirements for more details.
*** Health insurance rates are listed as a per-year amount. Health insurance is available only to residential (on-campus) programs.
****No longer enrolling in program.

If a student attends part-time, financial aid will be adjusted based on the actual number of credits attended.
The tuition charge covers the costs of instruction and supervised laboratory periods; however, it does not cover the costs of books and supplies. Any future change in tuition or fee rates will be posted in various locations throughout the University at least one month before implementation and will apply to future modules. Semester payments for all courses are due on or before the start of each semester unless other financing arrangements have been made. Students are charged tuition only for the full and partial semesters they attend. Prepaid tuition and fees for a semester beyond the semester in which a student withdraws are fully refundable.

Program names listed in the table with "-DE" are distance education programs. Programs with a hybrid delivery method contain both residential (on-campus) and online courses.

Fees include a $30 application fee (non-refundable); a $100 program-specific entrance or certification examination fee (non-refundable) for all Diploma in Practical Nursing students; a $75 program-specific entrance or certification examination fee (non-refundable) for all Associate and Bachelor in Nursing students; a $235 program-specific certification examination fee for all Associate in Health Information Technology students; a $235 program-specific certification examination fee for all Bachelor of Science in Health Information Management students; a $120 program-specific fee for all Master of Science Family Nurse Practitioner students, $1,970 for lab kits in applicable programs; and a $35-per-credit technology fee for all programs. The technology fee will be billed based on the number of credits in which the student is enrolled each semester.