

# **HICKEY COLLEGE**

**2700 North Lindbergh Boulevard**

**St. Louis, Missouri 63114**

**(314) 434-2212**

**1-800-777-1544**

**ACADEMIC YEAR 2016-2017**

Effective July 2016

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# GENERAL INFORMATION

## HISTORY

Founded in 1933 by Dr. Margaret Hickey, Hickey College has grown from a business school to a college offering education and experience in office administrative support; accounting; culinary arts; graphic design; computer applications and systems management; legal office administration; applied management; paralegal studies; and veterinary technology fields.

In keeping with her feeling that “We must identify ourselves with public responsibility,” Dr. Hickey developed a unique educational program based on thorough training and personality development combined with careful placement in positions best suited to the students’ interests and abilities. While holding to Dr. Hickey’s philosophy, the faculty and staff continuously strive to move toward the challenges of the future. The continuing success of Hickey College has been largely due to a student population of highly motivated people, a staff of dedicated teachers and personnel, and the respect and acceptance of the business community.

## MISSION

Hickey College is an institution of higher learning that provides a structured and accelerated educational experience in a professional environment which encourages lifelong learning. The college prepares students for entry into the workforce along with a solid base for future progress in a career field.

## PHILOSOPHY AND OBJECTIVES

Hickey College serves its community by providing students with a thorough business education for a wide range of positions. Accordingly, Hickey College provides both industry and government with a continuous flow of capable and responsible personnel.

Specifically, Hickey College’s objectives are:

1. To offer programs, complete in themselves, that prepare students to take their places in the world of business within the shortest possible time consistent with sound educational practice.
2. To provide, in addition to fundamental business skills, an understanding of the function and structure of business which will enable graduates to advance to positions of greater responsibility.

3. To provide a business and educational environment in which students may develop attitudes and social ideals essential to personal fulfillment and service to society.
4. To maintain college-level instruction and high standards of achievement so that our programs may serve as a foundation for further learning.

## **LOCATION AND FACILITIES**

Hickey College is located 15 minutes from downtown St. Louis. This location offers convenient access to St. Louis' many cultural and recreational facilities. Among these are museums, botanical gardens, planetariums, theaters, cultural exhibitions, sporting events, parks, and public libraries.

Hickey College provides a business atmosphere in an educational setting. The facilities are furnished with the latest instructional equipment. The school offers a professional learning and growing environment for today's career-minded students. Hickey College is equipped to handle the handicapped.

Hickey College and the Culinary Institute of St. Louis at Hickey College are located at 2700 North Lindbergh Boulevard, St. Louis, Missouri 63114. The general academic space contains a library, eight lecture/laboratory classrooms, and five kitchens.

Hickey College Veterinary Technology students attend classes at the Vet Tech Institute at Hickey College, 2780 North Lindbergh Boulevard, St. Louis, Missouri 63114. This space contains a library, as well as seven lecture/laboratory classrooms, a veterinary technology laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area.

## **ACCREDITATION**

Hickey College is accredited by the Accrediting Council for Independent Colleges and Schools ([www.acics.org](http://www.acics.org)) to award diplomas, associate's degrees, and bachelor's degrees. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, DC 20002-4223, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The Hickey College Culinary Arts Specialized Associate Degree Program is currently accredited by the Accrediting Commission of the American Culinary Federation Education Foundation. The address and telephone number of the American Culinary Federation Education Foundation are 180 Center Place Way, St. Augustine, FL 32095, (800) 624-9458.

The Hickey College Veterinary Technology Program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The address and telephone number of the American Veterinary Medical Association are 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173, (800) 248-2862.

## **AFFILIATIONS**

American Council on Education  
American Culinary Federation  
American Veterinary Medical Association  
Association of Veterans Education Certifying Officials  
Association of Veterinary Technician Educators  
Greater St. Louis Veterinary Medical Association  
International Association of Administrative Professionals  
International Association of Culinary Professionals  
Maryland Heights West Port Chamber of Commerce  
Missouri Library Association  
Missouri Restaurant Association  
Missouri Veterinary Medical Association  
National Association of Veterinary Technicians in America  
National Business Education Association  
North Central Business Education Association

## **APPROVALS**

Approved to operate by Missouri Department of Higher Education.  
Approved for Social Security by Human and Health Services.  
Approved for training by the Missouri State Approving Agency for CODA/WIA and Vocational Rehabilitation.  
Approved for training of foreign students by the U.S. Attorney General.  
Approved for veterans' training.  
Recognized as an eligible institution for federal financial assistance programs.

## **LEGAL CONTROL**

Hickey College is legally controlled by Bradford Schools, Incorporated, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President, Chief Executive Officer, and Treasurer; Jo Ann Travis, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

Antonelli Institute, Philadelphia, Pennsylvania  
Bradford School, Columbus, Ohio  
Bradford School, Pittsburgh, Pennsylvania

Fox College, Bedford Park, Illinois  
International Business College, Fort Wayne, Indiana  
International Business College, Indianapolis, Indiana  
King's College, Charlotte, North Carolina  
Minneapolis Business College, Minneapolis, Minnesota  
Vet Tech Institute, Pittsburgh, Pennsylvania  
Vet Tech Institute of Houston, Houston, Texas  
Wood/Tobe-Coburn School, New York, New York

## **PROGRAM MODERNIZATION**

Hickey College prepares its students for employment in the business community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. Hickey College, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition, fees, and residence rates; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

## **DISASTER AFFECTING THE SCHOOL'S OPERATIONS**

In the event of Acts of God affecting operations (i.e., fire, flood, tornado, etc.), Hickey College reserves the right to suspend training for a period not to exceed 90 days.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Hickey College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Director of Education and Director of Continuing Education, who are identified in the Administration, Faculty, and Staff section of this catalog and who may be reached at (314) 434-2212, are the Title IX coordinators at Hickey College. Questions regarding Title IX may be referred to a Title IX coordinator or to the U.S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful

discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

## **COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS**

Hickey College requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship.” The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the “fair use” limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution’s policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution’s information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

## **STUDENT CONSUMER INFORMATION**

Federal regulations set forth by the Higher Education Act of 1965 as amended require Hickey College to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, Hickey College has prepared a “Guide to Student Consumer Information.” This report is distributed annually to enrolled students. Copies are available upon request in the office of the Director of Education.

# ADMISSIONS INFORMATION

## ADMISSIONS REQUIREMENTS

To be considered for admission to Hickey College, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or college. Previous training in business subjects is generally not required. Applicants for the Veterinary Technology program must demonstrate an aptitude for a career in veterinary technology as well as an interest in this career field.

Students applying to the paralegal program are required to complete a test for reading and written English expression and may not have a record of any felony convictions. Currently enrolled legal office administration students may apply to the Director of Education for transfer to the paralegal program during their third term. Student requests are evaluated on the basis of the student's cumulative grade point average, the student's grade point average in legal courses taken to date, and the student's attendance record. If the application is accepted, students may transfer to the paralegal program at the beginning of their fourth term.

## ADMISSIONS PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Admissions, Hickey College, 2700 North Lindbergh Boulevard, St. Louis, MO 63114. Potential students may also apply online at [www.hickeycollege.edu](http://www.hickeycollege.edu).

Prior to application, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school will request a transcript of the applicant's high school record. Any record of post-high school education should be obtained by the applicant and provided to the school. Generally, the applicant is notified of the school's decision within two to six weeks after submission of the application.



# FINANCIAL INFORMATION

## TUITION AND FEES

### **Application Fee** \$50

This fee is payable with the application for admission. This fee is refunded if the application is rejected or if the applicant cancels within 5 business days.

### **Tuition Deposit** \$50

A \$50 tuition deposit is due no later than 30 days after the student's acceptance, except for students who apply in the summer for admission not in the upcoming year but in the subsequent year. In those cases, deposits are due by October 1. Tuition deposits are applied to tuition when students begin classes. They are not refundable after the due date.\*

### **Confirmation Deposit** \$50

A \$50 confirmation deposit is due no later than 30 days after the student's financial plan is held. Confirmation deposits are credited to tuition when students begin classes. They are not refundable after the due date.\*

### **Residence Deposit** \$75

A \$75 residence deposit is due upon signing the residence agreement. Upon occupancy, this deposit becomes a refundable security deposit, provided no housing damage is assessed.\*

Rates effective for students entering between January 1, 2016, and December 31, 2016:

### **Tuition**

Per semester**	\$6940
Final half-semester of 4½-semester Veterinary Technology program	\$2600
Final half-semester of 4½-semester Culinary Arts Associate Degree program	\$300

### **Lab Fees**

Culinary Arts Program (per semester) \$310

This fee is charged for each semester for which the student is enrolled during the three semesters of the diploma program and during the first four semesters of the Culinary Arts Associate Degree program.

Veterinary Technology Program (per semester) \$340

This fee is charged for each semester for which the student is enrolled during the first four semesters of the Veterinary Technology program.

### **Residence Facilities**

Per semester\*\*\* \$2980

## **Textbooks and Supplies**

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$585 to \$1115 per semester. Actual charges will be used in the student's financial plan.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.

\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.

\*\*\*To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges of two semesters for students enrolled in two-semester programs or two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.

Rates effective for students entering between January 1, 2017, and December 31, 2017:

### **Tuition**

Per semester**	\$6960
Final half-semester of 4½-semester Veterinary Technology program	\$2600
Final half-semester of 4½-semester Culinary Arts Associate Degree program	\$300

### **Lab Fees**

Culinary Arts Program (per semester) \$250  
This fee is charged for each semester for which the student is enrolled during the three semesters of the diploma program and during the first four semesters of the Culinary Arts Associate Degree program.

Veterinary Technology Program (per semester) \$360  
This fee is charged for each semester for which the student is enrolled during the first four semesters of the Veterinary Technology program.

## **Residence Facilities**

Per semester\*\*\*

\$2980

## **Textbooks and Supplies**

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$625 to \$1190 per semester. Actual charges will be used in the student's financial plan.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.

\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.

\*\*\*To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges of two semesters for students enrolled in two-semester programs or two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.

## **REFUND POLICIES**

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Questions about refunds of tuition, residence fees, or other charges should be referred to the college's administrative or financial aid office. Examples of refund calculations are available upon request.

## Early Cancellation

### Tuition and Fees

Students who are rejected for admission or who give written notice of cancellation by midnight of the fifth business day after signing an Enrollment Agreement with Hickey College are entitled to a full refund of the application fee, tuition, and any other charges paid to the college.

Students who give written notice of cancellation by midnight of the fifth business day after signing a Residence Agreement are entitled to a full refund of the \$75 residence deposit. After a student enters residence, this deposit becomes a security deposit and, provided no housing damage is assessed, will be refunded when residence is discontinued.

### **Tuition Refund**

Students who withdraw or are dismissed may be refunded a portion of the tuition charged. The amount to be refunded is primarily based on a weekly prorated rate through the sixty percent point of the semester (or stand-alone term) and shall be calculated by dividing the number of weeks remaining in the semester (or stand-alone term) by the total number of weeks in the semester (or stand-alone term), rounded down to the nearest ten percent. The basic requirements of this policy are as follows:

1. If a student withdraws or is dismissed prior to the close of business on the first day of class, the college will refund all funds paid which exceed the application fee. The maximum amount that may be retained is \$50.
2. If a student withdraws or is dismissed after the first day of class but within the first 6 class days of a semester or stand-alone term, the school will refund all tuition and fees paid.
3. The following table illustrates the portion of the tuition that will be refunded over the remainder of the semester or stand-alone term:

<u>Week of Semester</u>	<u>% Refund</u>	<u>Week of Stand-Alone Term</u>	<u>% Refund</u>
2,3	80%	2	70%
4	70%	3	60%
5,6	60%	4	50%
7,8	50%	5	30%
9	40%	After Week 5	None
10	30%		
After Week 10	None		

## **Refund Policy for Students Called to Active Military Service**

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition, lab fees, and residence fees. However, if the student is eligible to graduate from a shorter program mid-semester, the student will be graduated from the shorter program, and tuition and fees for the shorter program will be determined. Tuition and fees in excess of that amount will be waived. Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Director of Education.

### **Culinary Arts Lab Fees**

For the purpose of refunds, lab fees for students in the culinary arts program are treated the same as tuition. To avoid fluctuation in semester or stand-alone term charges, lab fees are allocated over the three semesters of the diploma program and over the first four semesters of the degree program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

### **Veterinary Technology Lab Fees**

For the purpose of refunds, lab fees for students in the veterinary technology program are treated the same as tuition. To avoid fluctuation in semester or stand-alone term charges, lab fees are allocated over the first four semesters of the program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

### **Residence Fees**

Refunds of residence fees will be made only to students who withdraw or who are dismissed from the college. In these cases, the refunds will be calculated in the same manner as refunds of tuition.

### **Textbooks and Supply Kits**

Textbooks and supply kits are available from the college bookstore; however, students are not required to purchase books or supplies from the college. If a student elects to purchase textbooks or supply kits from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

### **Return of Title IV Funds Upon Withdrawal**

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the

student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the college's tuition refund policy as described above.

These regulations allow the college to keep as "earned" the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the college is sometimes not permitted under regulations to disburse the student's Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for the period may be earned. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursement. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for the current semester will be refunded. However, if the student is eligible to graduate from a shorter program mid-semester, financial aid eligibility for the shorter program will be determined, and aid in excess of this amount will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first day after the 10-day period of non-attendance.

In the event the college is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

## **Order of Refund**

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

## **FINANCIAL AID**

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. Hickey College offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid. Information about these plans is available from the Admissions or Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

In the unexpected circumstance that an associate degree or diploma program does not pass standards established by the U.S. Department of Education based on the amounts previous students have borrowed for enrollment in the program and their reported earnings, causing students who are then enrolled in the program to thus not be able to use federal Title IV aid to continue to pay for the program, Hickey College will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

## **Verification Policies and Procedures**

To ensure that only eligible students receive Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of Title IV aid to any student that is selected for verification until all verification documentation is complete.

**Time Frame:** The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested documentation within two weeks or no later than the start of the academic year. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

**Consequences for not Submitting Proper Documentation Within the Proper Time Frame:** If the student is unable to submit the required documentation within the two weeks or no later than the start date of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

**Notification of Verification Results:** If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

**Correction of Incorrect Information:** If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and Stafford loans, the school will follow the same procedures that it takes for Pell. When applicable, the expected family contribution is



recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

## **FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID**

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including laboratory work, externships, and other academic work leading to the award of credit hours.

## **SCHOLARSHIPS AND INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS**

The scholarships and institutional installment contracts listed in this section are available only to day students. Hickey College's scholarship program is funded by Hickey College and will be applied to tuition and fees. Two \$2,500 and twelve \$1,000 scholarships are awarded to winners of a competitive examination. Four \$1,000 scholarships are available to students who participate in selected high school organizations in Missouri and Illinois. A Hickey College A+ Recognition Scholarship is available to eligible participants. The specifics of these scholarships are as follows:

1. Competitive examination
  - A. Open to all persons interested in attending Hickey College.
  - B. Registration or application is not required. All attendees are permitted to take the examination.
  - C. Examination event is scheduled in January. Hickey College reserves the right to reschedule the examination date due to unforeseen problems (for example, severe weather conditions).
  - D. Two (2) \$2,500 and twelve (12) \$1,000 scholarships are awarded after the January examination event. The two (2) \$2,500 scholarships are awarded to the attendees with the highest (valid) test scores. The twelve (12) \$1,000 scholarships are then awarded to the twelve (12) individuals with the next highest (valid) test scores.

- E. Hickey College scholarships can only be used for Hickey College programs. None are transferable to other educational institutions.
  - F. All attendees are notified in writing as to the winners of the scholarship.
2. High school organization awards
- A. Organizations are FBLA, DECA, BETA, BPA, Skills USA/VICA, FFA, FCCLA, and Prostart.
  - B. The applicant must be a member of the specific organization (each organization will be specifically mentioned on the application, i.e., FBLA).
  - C. The applicant must submit high school grades, freshman year through first half of senior year.
  - D. The applicant must participate in a personal interview at Hickey College with the Scholarship Committee.
  - E. The applicant must complete a short paragraph in the space provided on the application form.
  - F. Completed applications must be returned to Hickey College by April 30. The scholarships will be available to the winners for Hickey College programs beginning on or after June 1.
  - G. Winners for the scholarships will be selected by the Scholarship Committee based on the following objective and subjective information:
    - (1) High school transcript--60 percent
    - (2) Paragraph and personal interview--40 percent

3. Hickey College's A+ Recognition Scholarship

In recognition of the academic effort necessary to complete the student eligibility requirements for the A+ program, Hickey College will award a \$1,000 scholarship (renewable each academic year) to those students who qualify for the A+ scholarship. This scholarship award can only be used for Hickey College programs. Eligible students are required to provide the necessary documentation from the participating A+ high school. Hickey College does not receive funds or participate in the Missouri Department of Elementary and Secondary Education's A+ scholarship program, which is limited to Missouri public community colleges and vocational-technical schools.

Second Academic Year Award—A scholarship for the second academic year can be attained by students who originally qualified for the A+ program provided the student maintains 95 percent attendance or better and a cumulative GPA of 3.0 or above through the third term of his/her program and is otherwise in good standing with all Hickey College policies. Scholarship amounts will be prorated over the second academic year (ranging from \$250 to \$1,000). The total possible award amount per student is \$2,000 over two academic years.

#### 4. Installment Contracts

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in school. Monthly cash payments and interest charges begin following graduation or withdrawal.

#### 5. Institutionally-Funded Grants

Hickey College participates in the Student Education Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$190,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

## **PAYMENT TERMS**

Tuition, textbook charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class unless other prior arrangements have been made with the school. In the case where a student's financial situation warrants an exception, a member of Hickey College staff will meet with the student to develop a financial plan. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.

# STUDENT SERVICES

## COUNSELING

Counseling and advising are important services at Hickey College. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. The education department staff is responsible for academic and basic personal counseling. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. The Placement Department also provides counseling in the areas of job interviewing and related placement activities.

## PLACEMENT

Graduates of all Hickey College programs are entitled to use the services of the Placement Department at no additional charge throughout their careers. These services may be used as many times as the graduate wishes regardless of the year of graduation. The school cannot, of course, guarantee employment or placement in the student's field of study but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's placement department will most likely be at an entry-level position.

In addition to the services of the Hickey College Placement Department, a Hickey College graduate can request assistance from the placement department at any affiliated Bradford school.

Hickey College reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test, conviction of criminal activity, or unprofessional conduct.

If a student should complete a program but not meet graduation requirements, the student will be offered one-time placement assistance only. Continued placement assistance is forfeited by the student who does not meet graduation requirements.

## LIBRARY

A resource library is available for students' use each day. Books, DVDs, periodicals, electronic databases, and other resource materials are available. Students are encouraged to make use of the facility for study and enrichment purposes.

## **STUDENT RESIDENCES**

Hickey College maintains housing accommodations at Bennington Heights Apartments. The apartment-style living, which is within minutes of our classroom facilities, has been carefully selected by our school for safety and convenience. The two-bedroom apartments offer our students the opportunity to experience supervised independent living.

Residence facilities are only for the use of currently enrolled Hickey College day students. A student who withdraws or is dismissed from Hickey College may not continue to reside in the residence facilities without express permission from the school.

## **CAMPUS SECURITY**

Hickey College strives to provide a safe environment for our students' learning experience. We have located our facilities in typical business settings, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist students and staff.

### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at Hickey College include the President, directors, program directors, and residence managers. All incidents are then reported to the President, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President and the school directors, are also considered Responsible Employees. Hickey College does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available.

### **Campus Safety Procedures and Crime Prevention Programs**

In an effort to achieve a safe campus environment, Hickey College has prepared a Crime Prevention Manual setting forth campus security policies and procedures, including sexual assault prevention programs and procedures to follow once an offense has occurred. This information is reviewed with students and employees the first week of classes for all new students and during new employee orientation. Orientation

agendas include information in the areas of personal safety and theft protection. Mandatory orientation is also conducted for all students residing in college residence facilities. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

### **Timely Warning Reports**

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

### **Security and Access to Campus Facilities**

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Security systems are utilized during hours in which the school is closed. The buildings are locked and access is by key, which have been assigned to designated personnel. Hickey College does not provide residential facilities for students on campus. The Hickey College campuses have alarm systems that are monitored after hours by ABF Security.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

### **Authority of Campus Security Personnel**

Hickey College does not have a campus police or security department. The College works with local law enforcement to provide a safe campus environment.

### **Crime Statistics**

The following is a summary of the crimes that were committed and reported on our campuses, in or on noncampus buildings or property, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

West Port Plaza Drive Campus

<u>Category</u>	<u>Location</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0

Liquor Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Public Property	0	3	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0

**Hate Crimes:** Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2013, 2014, and 2015 there were no reported hate crimes at any of the above-listed geographic locations.

#### North Lindbergh Boulevard Campus

<u>Category</u>	<u>Location</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0



Domestic Violence	On Campus	0	0	0
	Noncampus	0	0	3
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	0	0
	Noncampus	4	1	2
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Noncampus	1	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	1

Liquor Law Violations Referred for Disciplinary Action	On Campus	0	2	0
	Noncampus	6	8	6
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Noncampus	0	0	2
	Public Property	0	0	3
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	3	2	4
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

**Hate Crimes:** Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2013, 2014, and 2015 there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: Hickey College has no residential facilities for students on campus nor does it recognize any off-campus locations of student organizations. Crime statistics for off-campus student residential facilities are included in the North Lindbergh Boulevard Noncampus statistics.

### **Policy for Preparing the Annual Disclosure of Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in noncampus residence facilities and property, and on public property within or adjacent to the campus. The President is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

## **Policy on Alcoholic Beverages and Illegal Drugs**

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Hickey College Drug Prevention Manual for details. Hickey College campuses are designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The College will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

## **Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Hickey College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is 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. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a

person who is under the statutory age of consent.

Stalking is 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 to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Missouri are as follows:

Based on good-faith research, it appears Missouri does not define a crime of dating violence.

Domestic violence is when a family or household member commits stalking or commits, attempts to commit, or threatens to commit abuse, which is defined as any of the following acts:

- Assault—purposely placing or attempting to place you in fear of physical harm;
- Battery—purposely causing physical harm to you with or without a deadly weapon;
- Coercion—using force or a threat of force to make you do something or to stop you from doing something;
- Harassment—committing acts (more than once) that cause you or your child alarm or substantial emotional distress and serve no legitimate purpose.

Sexual assault is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress. A person commits the offense of rape if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse. A person commits the crime of incest if he marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he knows to be, without regard to legitimacy, his ancestor or descendant by blood or adoption; or his stepchild, while the marriage creating that relationship exists; or his brother or sister of the whole or half-blood; or his uncle, aunt, nephew, or niece of the whole blood. A person commits the crime of statutory rape in the first degree if he has sexual intercourse with another person who is less than fourteen years old.

Stalking is defined as when any person purposely and repeatedly engages in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person's situation to have been alarmed by the conduct. As used in this subdivision, *alarm* means to cause fear of danger of physical harm; *course of conduct* means a pattern of conduct composed of repeated acts over a period of time, however short, that serves no legitimate purpose (such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact); and *repeated* means two or more incidents evidencing a continuity of purpose.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent. A person's use of alcohol and/or other drugs does not necessarily eliminate his or her responsibility to obtain consent.

Hickey College sponsors educational programs to incoming students and new employees to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. This primary prevention and awareness program is conducted by local law enforcement and includes definitions, examples, prevention tips, and legal consequences. Information is also given if one should become a victim. A hand-out with emergency numbers, support services, and resources is given during orientation, is available online, and is offered again at the conclusion of this program. Ongoing prevention and awareness campaigns are also offered for continuing students and employees throughout the year. They include Stalking Awareness Month (January), Dating Violence Awareness and Prevention Month (February), Sexual Assault Awareness Month (April), and Domestic Violence Awareness Month (October). Awareness posters, informational handouts, videos, quizzes, and pledges are utilized. Information on registered sex offenders can be obtained from the St. Louis County Sex Offender Unit by calling (314) 615-3761 or at the web site address [www.stlouisco.com](http://www.stlouisco.com).

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.

- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, dorm room, and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, and stalking are the same as for any other crime. If a student or employee is the victim of a sexual offense, the individual should report the offense in a timely manner to a school official either in person or by phone at (314) 434-2212. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible Employees are the employees listed under Administration in the Administration section of this catalog. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the college will weigh that request against the college's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include program directors and residence managers as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality

would not impair the ability of the school to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to victims of dating violence, domestic violence, sexual assault, and stalking by the education support office. Other than financial aid assistance, no professional on-campus services are available.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the President. School officials will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. If requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Director of Education, the Director of Continuing Education, or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that

protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing of the complaint.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during school disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, the institution's procedures for appealing the results of the proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

### **Emergency Response and Evacuation Procedures**

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the school administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the school administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the buildings. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected



to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the President.

Hickey College does not provide residential facilities for students on campus although it does maintain noncampus housing accommodations. The school conducts fire safety training for these resident students during the residence orientation. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. Leave the building using the nearest accessible stairway or exit.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

## **GRIEVANCE PROCEDURES**

If a student has a complaint regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the student should request a meeting with the Director of Education.

If the problem is not resolved and the problem does not involve an academic matter, the student should request a meeting with the appropriate department director.

An appeal of decisions by the directors can be made in writing to the President of Hickey College.

If the problem is not resolved at this level, the final procedure is to state the concern in writing and send it to the Accrediting Council for Independent Colleges and Schools and/or the Missouri Department of Higher Education. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, DC 20002-4223, (202) 336-6780. The address and telephone number of the Missouri Department of Higher Education are P.O. Box 1469, Jefferson City, MO 65102, (573) 751-2361.

## **PERSONAL PROPERTY**

Hickey College cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

# ACADEMIC INFORMATION

## CLASS SCHEDULE

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8 a.m. to 4:50 p.m. for all programs, with the exception of culinary arts students, who are scheduled Monday through Friday from 6:30 a.m. to 6:30 p.m. Additional hours may be scheduled at the Vet Tech Institute due to surgery rotations or kennel duty. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which he/she was previously enrolled.

## ATTENDANCE

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The Hickey College policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible for him or her to attend class, excessive absenteeism may result in a lowered grade or other administrative action. An absence rate in excess of 10 percent of the classes scheduled may result in dismissal from school. A student who accumulates ten (10) consecutive days of absence is considered to have withdrawn from school.

Tardies are recorded for students who arrive late to any class period.

Students are permitted one makeup per course; therefore, makeup work will be assigned on an individual basis if applicable. However, makeup work will not remove an absence.

## **DRESS CODE**

Students are required to dress in appropriate business attire. The Hickey College student is expected to maintain the same high standards of appearance and grooming that are expected by the business community.

## **STUDENT CONDUCT**

Students at Hickey College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Director of Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director of Education, who is also a Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who wishes to question any decision made by the director may appeal to the President, who will then render a final decision.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

## **CLASS SIZE**

Although class size will vary over a considerable range, it will usually average 30 students.

## DEFINITION OF ACADEMIC CREDIT

A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A semester credit hour is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three. This definition also assumes appropriate out-of-class learning activities to support the credit awarded for courses or portions of courses. Federal regulations for the allocation of student financial assistance establish an expectation of two hours of out-of-class work for each hour of lecture for which credit is awarded.

## GRADING SYSTEM

<u>Grade</u>	<u>Numerical Value</u>	<u>Quality Points</u>
A	93 – 100	4.0
B	85 – 92	3.0
C	75 – 84	2.0
D	70 – 74	1.0
F	Below 70	0.0
I	Incomplete	0.0
W	Withdrawal	
S	Waived by Substitution	
X	Credit by Transfer	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating the successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

## **GRADE REPORTS**

Grade reports will be issued at the conclusion of each term.

## **KENNEL DUTY**

Vet Tech Institute at Hickey College maintains an on-site kennel housing dogs, cats, and rodents. An important part of the education provided by the Veterinary Technology program is learning the duties and responsibilities of animal care and sanitation. Therefore, kennel duty is a vital part of that learning experience, and all veterinary technology students are assigned mandatory kennel duty. Kennel duties are performed before and after classes and on the weekends. The number of weeks each student is assigned kennel duty depends on the number of in-house veterinary technology students.

## **TRANSCRIPTS**

An official transcript will be issued to the student, on the student's written request, except when the student has a financial obligation to the school, is delinquent or in default on a student loan, or owes a refund on any federal or state student financial aid program. Each student may receive one free copy of his or her transcript. Students will be charged a \$5 processing fee for additional transcript copies.

## **WITHDRAWAL**

Students who find it necessary to withdraw from a program should have a preliminary interview with the Program Director or the Director of Education. The student is also required to have an exit interview with a Student Services representative.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

## **DISMISSAL**

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the Student Conduct section on page 34.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

## **READMISSION**

Readmission to Hickey College following graduation, dismissal, or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite course and must withdraw.

Except as discussed below, reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. Following dismissal or withdrawal for nonmilitary reasons, a student may seek readmission into the same or a different program only one time. However, in cases involving mitigating or special circumstances, a student who is denied readmission because of this policy may appeal the denial to readmit. The student must have been enrolled in the final term of his/her program at the time of withdrawal, and the mitigating or special circumstances must be fully documented. A student may appeal a denial to readmit only one time.

If a withdrawal was due to being called to active military duty, a student who notifies the school of his/her intent to return to the school within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which she/he enrolls. If the student is readmitted to the same program, the student will be charged the tuition and fee charges that she/he would have been charged for the academic year during which she/he left the school. If the student is admitted to a different program, the student will be charged the tuition in effect upon reentry.

# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

## Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Office Administration Specialized Associate Degree program is 60 credits. Using that number, 150 percent would equal 90 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

## Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met:

### Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2 or 2½ Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	50 percent



Semester 2 Term 2	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

The cumulative grade point average will include all grades earned at Hickey College. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress;
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort;  
or
3. Change to another program which does not include and require completion of the failed prerequisite course.

No matter which of the three options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one nonprerequisite course.

At the end of each term, Hickey College will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

### **Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions**

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. Hickey College does not offer noncredit remedial courses.

### **Appeal Process and Reinstatement of Financial Aid Eligibility**

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or

death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

## **Probation**

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to four terms for programs equal to one academic year and five terms for programs longer than one academic year. However, probationary status over more than one or two terms is highly unlikely.

## **Course Repetitions**

Students should discuss course repetitions with the Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

## **Incomplete Grades**

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students in all programs must:

1. Pass all courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

## HONORS

**Attendance Award**--This is awarded to those students who have missed no more than 10 class hours during their program.

**Scholastic Award**--This award is given to those students who have achieved a GPA of 4.0 during their program.

**President's List**--This award is given to those students who have achieved a GPA of 3.5 or higher each term during their program; excluding externship, if applicable.

**Keyboarding Award**--A \$100 check is given to those students who establish an average of 100 nwpm in keyboarding based on 5-minute timed writings.

## GRADUATION AND TRANSFER-OUT RATES

To comply with federal regulatory requirements, Hickey College is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1 and is available for review in the Director of Admissions office.

## SCHEDULING

Depending on the student's start date, not all programs can be completed without a break in schedule. The Admissions Office can advise prospective students which programs are planned for completion without break. Hickey College reserves the right, however, not to offer a planned program if there is insufficient enrollment.

## CREDIT TRANSFER FROM ANOTHER SCHOOL

Transcripts of work completed at other accredited colleges may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Other documentation may also be required.

Credits considered for transfer are evaluated by the Transfer Committee to determine if the course work is similar in nature, content, and level to that required at Hickey College. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at Hickey College. Because

programs at Hickey College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Hickey College may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

## **CREDIT TRANSFER TO ANOTHER SCHOOL**

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Hickey College are designed specifically for career preparation, students must assume that credits for courses taken at Hickey College are not transferable to other institutions.** Neither Hickey College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Hickey College will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Hickey College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Hickey College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hickey College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Hickey College to amend a record that they believe is inaccurate or misleading. They should write the Hickey College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Hickey College decides not to amend the record as requested by the student, Hickey College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Hickey College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Hickey College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to Hickey College, not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hickey College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5901

## **DISABILITY SUPPORT SERVICES**

Hickey College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration, Faculty, and Staff section of this catalog, by phone at (314) 434-2212 or by mail or in person at 2700 North Lindbergh Boulevard, St. Louis, Missouri 63114. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.



# PROGRAMS OF STUDY

Hickey College offers a wide choice of programs, each designed to prepare students for a particular career. Relatively short, yet remarkably comprehensive, these programs are carefully planned to provide the best education possible in the field of your choice.

Hickey College offers 14 specialized programs during the day. Students may select from eight major areas of study.

1. Accounting
2. Computer Specialist and Computer Systems Management
3. Culinary Arts
4. Graphic Design
5. Legal Office Administration
6. Office Administration
7. Paralegal Studies
8. Veterinary Technology

# ACCOUNTING PROGRAM

The focus in this Accounting Program is on the concepts and principles that guide the development of accounting information. The program is designed to show how accounting data are accumulated, how resulting reports and statements are developed, and how these reports are used effectively in the business decision-making process. Class discussions and problem solving are used to provide practical experience in applying these principles. The program provides the students with an in-depth understanding of accounting procedures and practices and of the relationship of accounting to other areas of business.

Upon successful completion of the Accounting Program, students will be issued a diploma. This diploma program transfers in full to the Accounting Specialized Associate Degree program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC106	Accounting Principles I	3
AC107	Accounting Principles II	3
AC108	Accounting Principles III	3
AC210	Financial Analysis and Reporting	1
AC211	Computerized Accounting	1
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT111	Electronic Spreadsheets	1
OT221	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	<b>TOTAL</b>	<b>31</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 31**

## ACCOUNTING SPECIALIZED ASSOCIATE DEGREE PROGRAM

This program develops and builds accounting skills and concepts. It also broadens the student's education by offering instruction in economics, public speaking, the social sciences, math, and marketing.

Upon successful completion of this accounting program, students will receive a Specialized Associate Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
EN210	Public Speaking	3
GS110	Math Explorations	3
GS203	Economics	3
GS204	Psychology	3
<b>Concentration Courses</b>		
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC106	Accounting Principles I	3
AC107	Accounting Principles II	3
AC108	Accounting Principles III	3
AC203	Cost Accounting	2
AC206	Federal Income Tax	2
AC209	Intermediate Accounting I	3
AC210	Financial Analysis and Reporting	1
AC211	Computerized Accounting	1
AC306	Intermediate Accounting II	3
OT111	Electronic Spreadsheets	1
OT123	Introduction to Database Management	1
OT202	Business Law	2
OT221	Advanced Spreadsheets and Electronic Communications	1
<b>Related Courses</b>		
BM205	Marketing	3
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT112	Word Processing—Core	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TOTAL		60

TOTAL CREDITS REQUIRED FOR GRADUATION: 60

## COMPUTER SPECIALIST PROGRAM

This program is designed to build the students' skills in microcomputer operations for single- and multi-user systems. Students learn to use and customize packaged word processing, spreadsheet, graphics, and database programs. The students also develop skills in software development documentation, database software development, network administration, and web authoring tools.

Upon successful completion of this program, students will be issued a diploma. This diploma program transfers in full to the Computer Systems Management Specialized Associate Degree program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
AC103	Business Mathematics I	2
CA104	Database Concepts	1
CA106	Computer Applications—*NIX	1
CA109	Microsoft Operating Systems	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA121	Web Development	2
CA123	Web Authoring Tools	2
CA126	Networks	3
CA130	Programming Logic	2
CA132	PC Hardware and Diagnostics	3
CA133	Network Administration	1
CA224	.NET Programming	3
CA226	IT Customer Support	1
CA227	Microsoft Integration	1
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT111	Electronic Spreadsheets	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	<b>TOTAL</b>	<b>38</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 38**

# COMPUTER SYSTEMS MANAGEMENT SPECIALIZED ASSOCIATE DEGREE PROGRAM

This program is designed to prepare students to successfully implement, manage, and troubleshoot information systems in a network operating environment. Course work includes operating systems concepts; data management; network media, topologies, protocols, standards, implementation, and security; hardware and software installation and support; as well as administrative responsibilities.

Upon successful completion of this program, students will receive a Specialized Associate Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
EN210	Public Speaking	3
GS110	Math Explorations	3
GS203	Economics	3
GS204	Psychology	3
<b>Concentration Courses</b>		
CA104	Database Concepts	1
CA106	Computer Applications—*NIX	1
CA109	Microsoft Operating Systems	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA121	Web Development	2
CA123	Web Authoring Tools	2
CA126	Networks	3
CA130	Programming Logic	2
CA132	PC Hardware and Diagnostics	3
CA133	Network Administration	1
CA224	.NET Programming	3
CA225	Implementing Microsoft Clients and Servers	2
CA226	IT Customer Support	1
CA227	Microsoft Integration	1
CA230	LINUX Administration	1
CA331	Implementing and Administering SQL Servers	1
CA337	Managing a Microsoft Network Environment	2
CA338	Designing Security for a Microsoft Network	2

**Related Courses**

AC103	Business Mathematics I	2
BM205	Marketing	3
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT111	Electronic Spreadsheets	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	61

TOTAL CREDITS REQUIRED FOR GRADUATION: 61

## CULINARY ARTS PROGRAM

The objective of the diploma program is to provide high school graduates with the fundamental skills, principles, knowledge, and techniques in culinary arts so they are prepared to pursue career opportunities in the foodservice industry.

Upon successful completion of this program, students will be issued a diploma. This diploma program transfers in full to the Culinary Arts Specialized Associate Degree program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
CU101	Commercial Kitchen Skills and Procedures	3
CU102	Soups, Starches and Sauces	3
CU103	Meat and Poultry Arts	3
CU104	Fish and Shellfish Arts	3
CU105	Breads, Cakes and Pastry Arts	3
CU111	Safety, Sanitation and Kitchen Design	2
CU113	Purchasing and Storeroom Procedures	2
CU115	Computer Applications for Foodservice	1
CU116	Wines, Spirits and Beverages	2
CU127	Mathematics for Culinary Arts	2
CU128	Supervision in the Hospitality Industry	2
CU136	Dining Room Service and Management	1
CU201	Classical Cuisine	3
CU211	Food and Beverage Management	2
EN106	Written Expression	2
GS126	Science of Nutrition	3
PD108	Human Relations in the Workplace	2
PD115	Professional Development for Culinary Arts	1
	<b>TOTAL</b>	<b>40</b>
<b>TOTAL CREDITS REQUIRED FOR GRADUATION: 40</b>		

## **CULINARY ARTS SPECIALIZED ASSOCIATE DEGREE PROGRAM\***

This program provides the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled member of the foodservice industry. Application of classroom instruction is achieved through a culinary externship in which each student participates.

Upon successful completion of this program, students will receive a Specialized Associate Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>Applied General Education Course</b>		
EN106	Written Expression	2
<b>General Education Courses</b>		
EN210	Public Speaking	3
GS126	Science of Nutrition	3
GS204	Psychology	3
<b>Concentration Courses</b>		
CU101	Commercial Kitchen Skills and Procedures	3
CU102	Soups, Starches and Sauces	3
CU103	Meat and Poultry Arts	3
CU104	Fish and Shellfish Arts	3
CU105	Breads, Cakes and Pastry Arts	3
CU111	Safety, Sanitation and Kitchen Design	2
CU113	Purchasing and Storeroom Procedures	2
CU115	Computer Applications for Foodservice	1
CU116	Wines, Spirits and Beverages	2
CU127	Mathematics for Culinary Arts	2
CU128	Supervision in the Hospitality Industry	2
CU136	Dining Room Service and Management	1
CU201	Classical Cuisine	3
CU211	Food and Beverage Management	2
CU215	Garde Manger and Charcuterie	5
CU219	International Cuisine	5
CU220	Culinary Externship	5
<b>Related Courses</b>		
PD108	Human Relations in the Workplace	2
PD115	Professional Development for Culinary Arts	1
	<b>TOTAL</b>	<b>61</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 61**



\*Graduates of an American Culinary Federation Education Foundation (ACFEF) accredited postsecondary degree program are eligible to receive a Certified Culinarian® (CC®) certification without taking any separate exams. All graduates must provide a copy of their final transcript showing date of graduation and documentation of American Culinary Federation (ACF) membership at the time of graduation. Applications and documentation must be submitted within one year of graduation.

## GRAPHIC DESIGN PROGRAM

This Graphic Design Program provides students with the specialized training they need to work in advertising, publishing, and graphic design industries. The students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces.

This program will normally be completed in 3 semesters. Upon successful completion of this program, students will be issued a diploma. This diploma program transfers in full to the Graphic Design Specialized Associate Degree program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	2
EN102	Business Communications II	2
GD101	Electronic Drawing I	3
GD108	Electronic Drawing II	3
GD110	Design and Color	3
GD111	Web Development With HTML	1
GD115	Typography I	2
GD116	Introduction to Production	2
GD123	Comprehensive Illustration	1
GD125	Drawing	1
GD126	Multimedia and Animation	2
GD202	Web Design for Graphic Designers	2
GD204	History of Graphic Design	2
GD206	Design and Presentation Development	3
GD208	Advanced Multimedia and Animation	1
GD221	Typography II	1
GD300	Advertising Art Portfolio	3
OT109	Introduction to Macintosh	1
OT119	Desktop Publishing	1
OT224	Microsoft Skills	
OT225	Electronic Layout and Design	3
PD108	Human Relations in the Workplace	2
PD109	Professional Development for Designers	2
TY101	Keyboarding I	1
	<b>TOTAL</b>	<b>45</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 45**

## **GRAPHIC DESIGN SPECIALIZED ASSOCIATE DEGREE PROGRAM**

This program is designed to provide a specialized education in graphic design so that students can find employment in the graphic design field. In addition to graphic design and business courses, students will develop skills in verbal and written communications, gain greater insight into the business world, and be exposed to the social sciences, math, and humanities.

Upon successful completion of this program, students will receive a Specialized Associate Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
EN210	Public Speaking	3
GS110	Math Explorations	3
GS203	Economics	3
GS204	Psychology	3
<b>Concentration Courses</b>		
GD101	Electronic Drawing I	3
GD108	Electronic Drawing II	3
GD110	Design and Color	3
GD111	Web Development With HTML	1
GD115	Typography I	2
GD116	Introduction to Production	2
GD123	Comprehensive Illustration	1
GD125	Drawing	1
GD126	Multimedia and Animation	2
GD202	Web Design for Graphic Designers	2
GD204	History of Graphic Design	2
GD206	Design and Presentation Development	3
GD208	Advanced Multimedia and Animation	1
GD221	Typography II	1
GD300	Advertising Art Portfolio	3
GD303	Social Media Management	1
OT109	Introduction to Macintosh	1
OT119	Desktop Publishing	1
OT224	Microsoft Skills	1
OT225	Electronic Layout and Design	3

**Related Courses**

BM205	Marketing	3
EN101	Business Communications I	2
EN102	Business Communications II	2
PD108	Human Relations in the Workplace	2
PD109	Professional Development for Designers	2
TY101	Keyboarding I	1

TOTAL 61

TOTAL CREDITS REQUIRED FOR GRADUATION: 61

## LEGAL OFFICE ADMINISTRATION PROGRAM

The Legal Office Administration Program is designed for those students who have an interest in working in a legal-related administrative capacity. The program provides instruction in communication skills, basic administrative skills, legal vocabulary, and legal office procedures and transcription.

Upon successful completion of the Legal Office Administration Program, students will be issued a diploma. This diploma program transfers in full to the Legal Office Administration Specialized Associate Degree program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT111	Electronic Spreadsheets	1
OT112	Word Processing—Core	1
OT120	Business Organization	2
OT123	Introduction to Database Management	1
OT222	Word Processing—Expert	1
PD102	Professional Development	2
PL109	Introduction to Law and the Legal System	3
PL111	Litigation	2
PL112	Legal Computer Applications	2
PL113	Ethics	1
PL114	Legal Research and Legal Writing I	3
PL121	Client Interview and Communication Skills	1
SS116	Essentials of Accounting	2
SS207	Legal Transcription	1
SS209	Legal Office Procedures	3
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1
	<b>TOTAL</b>	<b>37</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 37**

## LEGAL OFFICE ADMINISTRATION SPECIALIZED ASSOCIATE DEGREE PROGRAM

The Legal Office Administration Specialized Associate Degree Program is designed for those students who have an interest in working in a legal-related administrative capacity. The program provides instruction in communication skills, basic administrative skills, legal vocabulary, and legal office procedures and transcription. Additionally, it broadens the student's education by offering instruction in economics, public speaking, the social sciences, math, and supervisory management.

Upon successful completion of this program, students will receive a Specialized Associate Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
EN210	Public Speaking	3
GS110	Math Explorations	3
GS203	Economics	3
GS204	Psychology	3
<b>Concentration Courses</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
EN315	Research and Report Writing	2
OT111	Electronic Spreadsheets	1
OT112	Word Processing—Core	1
OT120	Business Organization	2
OT123	Introduction to Database Management	1
OT202	Business Law	2
OT216	Electronic Office Systems	2
PL109	Introduction to Law and the Legal System	3
PL111	Litigation	2
PL112	Legal Computer Applications	2
PL113	Ethics	1
PL114	Legal Research and Legal Writing I	3
PL121	Client Interview and Communication Skills	1
SS207	Legal Transcription	1
SS209	Legal Office Procedures	3
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1

**Related Courses**

BM205	Marketing	3
OT222	Word Processing—Expert	1
OT317	Supervision	2
PD102	Professional Development	2
SS116	Essentials of Accounting	2
	TOTAL	60

TOTAL CREDITS REQUIRED FOR GRADUATION: 60

## OFFICE ADMINISTRATION PROGRAM

This Office Administration Program is designed to provide comprehensive training for entry into the business world. The program provides intensive coverage of communication skills, office procedures, and intensive hands-on computer training, as well as training in basic skill subjects.

Upon successful completion of this Office Administration Program, students will be issued a diploma. This diploma program transfers in full to the Office Administration Specialized Associate Degree Program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	2
EN102	Business Communications II	2
EN103	Business Communications III	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT111	Electronic Spreadsheets	1
OT112	Word Processing—Core	1
OT123	Introduction to Database Management	1
OT124	Database Management	1
OT221	Advanced Spreadsheets and Electronic Communications	1
OT222	Word Processing—Expert	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
SS106	Office Procedures I	2
SS119	Presentation Design and Development	1
SS213	Office Procedures II	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
	<b>TOTAL</b>	<b>29</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 29**



## OFFICE ADMINISTRATION SPECIALIZED ASSOCIATE DEGREE PROGRAM

This program develops and builds office administration skills and provides intensive hands-on computer training necessary in today's office environment. It also broadens the student's education by offering instruction in economics, public speaking, the social sciences, math, and supervisory management.

Upon successful completion of this program, students will receive a Specialized Associate Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
EN210	Public Speaking	3
GS110	Math Explorations	3
GS203	Economics	3
GS204	Psychology	3
<b>Concentration Courses</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN103	Business Communications III	2
EN201	Written Communications	2
EN206	Business Communications IV	2
OT111	Electronic Spreadsheets	1
OT112	Word Processing—Core	1
OT123	Introduction to Database Management	1
OT124	Database Management	1
OT202	Business Law	2
OT216	Electronic Office Systems	2
OT221	Advanced Spreadsheets and Electronic Communications	1
OT222	Word Processing—Expert	1
PD102	Professional Development	2
SS106	Office Procedures I	2
SS213	Office Procedures II	2
SS214	Basic Web Page Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1

**Related Courses**

BM205	Marketing	3
EN104	Oral Communications	2
EN315	Research and Report Writing	2
OT120	Business Organization	2
OT223	Data Analysis	1
OT317	Supervision	2
PD108	Human Relations in the Workplace	2
SS119	Presentation Design and Development	1
	<b>TOTAL</b>	<b>60</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 60**

## **PARALEGAL STUDIES SPECIALIZED ASSOCIATE DEGREE PROGRAM**

This program is designed to provide students with the specialized training necessary to obtain entry-level employment in a capacity or function which involves the performance under the direction and supervision of an attorney of specifically delegated legal work. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many different areas of law and many types of law-related activities.

Upon successful completion of this program, students will receive a Specialized Associate Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
EN210	Public Speaking	3
GS110	Math Explorations	3
GS203	Economics	3
GS204	Psychology	3
<b>Concentration Courses</b>		
PL103	Civil Procedure	2
PL105	Contracts	1
PL109	Introduction to Law and the Legal System	3
PL110	Business Organizations	2
PL111	Litigation	2
PL112	Legal Computer Applications	2
PL113	Ethics	1
PL114	Legal Research and Legal Writing I	3
PL117	Legal Research and Legal Writing II	3
PL121	Client Interview and Communication Skills	1
PL130	Tort Law	2
PL141	Real Estate Law	1
PL200	Estate Planning and Administration	2
PL201	Domestic Relations/Family Law	2
PL221	Criminal Law	1
PL330	Legal Externship	6

**Related Courses**

BM205	Marketing	3
EN101	Business Communications I	2
EN102	Business Communications II	2
OT111	Electronic Spreadsheets	1
OT112	Word Processing—Core	1
OT123	Introduction to Database Management	1
PD102	Professional Development	2
SS116	Essentials of Accounting	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
	<b>TOTAL</b>	<b>63</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 63**

## **VETERINARY TECHNOLOGY SPECIALIZED ASSOCIATE DEGREE PROGRAM\***

This program is designed to provide the high school graduate with the necessary clinical, laboratory, surgical assisting, and administrative training to become a skilled member of the veterinary care industry. Application of classroom instruction is achieved through a veterinary externship in which each student participates.

The Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Graduates of the program are eligible to take the Veterinary Technician National Examination (VTNE). The requirements for taking and passing the VTNE are controlled by an outside agency and subject to change without notice. Therefore, Hickey College cannot guarantee that graduates will be eligible to take the exam at all or at any specific time, regardless of their eligibility status upon enrollment.

Upon successful completion of this program, students will receive a Specialized Associate Degree. This program will normally be completed in 18 months of enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>Applied General Education Course</b>		
EN106	Written Expression	2
<b>General Education Courses</b>		
EN210	Public Speaking	3
GS125	Fundamentals of Chemistry	3
GS204	Psychology	3
<b>Concentration Courses</b>		
VT101	Clinical Medicine I	2
VT102	Clinical Medicine II	2
VT103	Clinical Medicine III	2
VT104	Clinical Medicine IV	2
VT111	Animal Technology I	1
VT112	Animal Technology II	1
VT113	Animal Technology III	1
VT114	Animal Technology IV	1
VT118	Animal Anatomy and Physiology I	1
VT123	Veterinary Terminology	1
VT124	Animal Anatomy and Physiology II	2
VT127	Mathematics for Veterinary Technicians	1
VT131	Clinical Laboratory I	1
VT132	Clinical Laboratory II	1
VT133	Clinical Laboratory III	1
VT140	Veterinary Pharmacology I	2
VT143	Anesthesia I	2

VT145	Veterinary Pharmacology II	2
VT146	Veterinary Client Interview & Communication Skills	1
VT149	Anesthesia II	1
VT204	Clinical Medicine V	2
VT205	Clinical Medicine VI	2
VT208	Veterinary Office Procedures	1
VT210	VTNE Preparation	3
VT211	Animal Technology V	1
VT212	Animal Technology VI	1
VT220	Large Animal Theory I	2
VT226	Large Animal Theory II	2
VT231	Clinical Laboratory IV	1
VT232	Clinical Laboratory V	1
VT239	Surgical Nursing I	1
VT243	Surgical Nursing II	1
VT244	Radiography I	1
VT245	Radiography II	1
VT251	Large Animal Practicum	1
VT252	Veterinary Externship	6

**Related Courses**

EN104	Oral Communications	2
PD112	Professional Development for Veterinary Technicians	1

TOTAL 69

TOTAL CREDITS REQUIRED FOR GRADUATION: 69

\* To become a Registered Veterinary Technician (RVT) in Missouri, an individual must graduate from a program accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA), pass the Veterinary Technician National Examination (VTNE), pass the State Board Examination, and register with the Missouri Veterinary Medical Board. Hickey College cannot guarantee that graduates will be eligible to work as veterinary technicians in Missouri or any other state at all or at any specific time, regardless of their eligibility status upon enrollment.

# COURSE NUMBERING SYSTEM

Hickey College uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and Level-200 courses are primarily advanced and second-year courses. Level-100 and Level-200 courses are lower-division courses. Upper-division courses are designated as Level-300 courses. The second and third digits in the course number are used to differentiate between courses in the same field. Course numbers indicate the level of material or rigor of a course and not necessarily the year in which a course is taken.

## COURSE DESCRIPTIONS

### **AC103 BUSINESS MATHEMATICS I**

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **AC104 BUSINESS MATHEMATICS II**

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. Prerequisite: AC103 Business Mathematics I (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **AC105 PAYROLL ACCOUNTING**

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. Prerequisite: AC106 Accounting Principles I (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **AC106 ACCOUNTING PRINCIPLES I**

This course provides the students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

## **AC107 ACCOUNTING PRINCIPLES II**

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. Prerequisite: AC106 Accounting Principles I (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

## **AC108 ACCOUNTING PRINCIPLES III**

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. Prerequisite: AC107 Accounting Principles II (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

## **AC203 COST ACCOUNTING**

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. Prerequisite: AC107 Accounting Principles II (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **AC206 FEDERAL INCOME TAX**

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. Prerequisite: AC108 Accounting Principles III (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

## **AC209 INTERMEDIATE ACCOUNTING I**

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. Prerequisite: AC108 Accounting Principles III (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

## **AC210 FINANCIAL ANALYSIS AND REPORTING**

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. Prerequisite: AC108 Accounting Principles III (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

## **AC211 COMPUTERIZED ACCOUNTING**

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. Prerequisite: AC107 Accounting Principles II (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)



## **AC306 INTERMEDIATE ACCOUNTING II**

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. Prerequisite: AC209 Intermediate Accounting I (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

## **BM205 MARKETING**

This course covers marketing in economic systems and society. External influences on marketing objectives and outcomes are discussed as well as marketing as a functional area within organizations. Emphasis is placed on product, pricing, distribution, and promotion decisions. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

## **CA104 DATABASE CONCEPTS**

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

## **CA106 COMPUTER APPLICATIONS--\*NIX**

This course introduces the students to the \*NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

## **CA109 MICROSOFT OPERATING SYSTEMS**

This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

## **CA110 COMPUTER CONCEPTS**

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with emphasis on explaining types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **CA115 DATABASE APPLICATIONS**

In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. Prerequisite: CA104 Database Concepts (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **CA121 WEB DEVELOPMENT**

In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

## **CA123 WEB AUTHORIZING TOOLS**

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. Prerequisite: CA121 Web Development (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

## **CA126 NETWORKS**

This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. Prerequisites: CA109 Microsoft Operating Systems, CA110 Computer Concepts, and CA132 PC Hardware and Diagnostics (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

## **CA130 PROGRAMMING LOGIC**

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls. Prerequisite: CA110 Computer Concepts (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **CA132 PC HARDWARE AND DIAGNOSTICS**

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. Prerequisite: CA109 Microsoft Operating Systems (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

## **CA133 NETWORK ADMINISTRATION**

This course teaches students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. Prerequisite: CA126 Networks (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

## **CA224 .NET PROGRAMMING**

This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

### **CA225 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources. Prerequisite: CA133 Network Administration (22 Lecture Hours/35 Laboratory Hours—2 Semester Credits)

### **CA226 IT CUSTOMER SUPPORT**

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

### **CA227 MICROSOFT INTEGRATION**

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. Prerequisites: CA104 Database Concepts, OT111 Electronic Spreadsheets, and TY102 Keyboarding II (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **CA230 LINUX ADMINISTRATION**

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. Prerequisites: CA106 Computer Applications—\*NIX and CA133 Network Administration (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **CA331 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. Prerequisite: CA115 Database Applications (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **CA337 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. Co-requisite or prerequisite: CA225 Implementing Microsoft Clients and Servers (16 Lecture Hours/60 Laboratory Hours—2 Semester Credits)

### **CA338 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network. Prerequisite: CA337 Managing a Microsoft Network Environment (10 Lecture Hours/66 Laboratory Hours—2 Semester Credits)

## **CU101 COMMERCIAL KITCHEN SKILLS AND PROCEDURES**

Students are introduced to culinary history, safety and sanitation, tools and equipment, culinary terminology, and knife skills. The course also includes an introduction to the principles of cooking, flavors and flavoring, dairy products, grains and starches, fruits and vegetables, and mise en place preparation. Students will have hands-on instruction on the proper preparation of hot and cold vegetables, potatoes, and pasta dishes. Students are presented with a comprehensive program of the breakfast and mid-day meal service. Attention is focused on the ability to prepare a variety of breakfast dishes, salads and salad dressing, and mid-day meal entrees. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

## **CU102 SOUPS, STARCHES AND SAUCES**

Sauces help to complement and enhance dishes in all cuisines. Students begin by using fresh ingredients to prepare stocks such as beef, chicken, veal, and fish. These provide the base for all “mother” sauces. Preparation of consommés, cream, and bean soups as well as their thickening agents is emphasized. Additional sauce proficiency is acquired as technique and procedure are refined. Through lecture, demonstration, and hands-on experience, students are introduced to a variety of ingredients required to produce soups and sauces. In the laboratory, students will prepare a variety of pastas, rice, and potatoes. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

## **CU103 MEAT AND POULTRY ARTS**

Students are introduced to the fabrication of primal cuts of meat and poultry for various industry operations. Emphasis is given to portion control, purchasing, costing, and the utilization of by-products. Attention and encouragement are given to creativity and individual plate presentation. Prerequisite: CU102 Soups, Starches and Sauces (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

## **CU104 FISH AND SHELLFISH ARTS**

This course is designed to introduce the student to the processes of purchasing, receiving, and handling fish and shellfish. Attention is given to techniques and procedures for fabricating fresh fish. Fundamental cooking concepts are introduced early on. Students progress through economical and attractive plate presentations. Emphasis is placed on the total use of whole fish, shellfish, and mollusk. Prerequisite: CU102 Soups, Starches and Sauces (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

## **CU105 BREADS, CAKES AND PASTRY ARTS**

Students are introduced to the basic information, procedures, and techniques necessary for an understanding and application of the function of baking ingredients. Product differentiation and ingredients identification are developed along with the application of weights and measures. Each student produces an assortment of breads, rolls, Danish, and a variety of other bakery products. Students are exposed to advanced skills and decorating techniques required for the production of high-quality pastry products. Each student participates in producing items such as variety pies, tarts, puff pastry, and pate choux products. Assorted cookies, mousses, hot and cold soufflés, European-style tortes, marzipan, and pastillage are produced. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

### **CU111 SAFETY, SANITATION AND KITCHEN DESIGN**

This course enables foodservice professionals to meet the sanitation requirements and controls of a food-production operation. Students are introduced to the practices of preventing food-borne illnesses through a study of the principles of food-borne illness, sanitation, personal hygiene, health regulations, and inspections. The safe use, cleaning, and maintenance of equipment are stressed. The principles of HACCP will be studied. Students are also introduced to the proper procedures for the design of a professional kitchen. Each student designs a foodservice facility and menu. This course was developed from the Conference for Food Protection (CFP) guidelines and FDA Food Code. Successful completion of the ServSafe exam is a requirement of this course. This course is a prerequisite for CU220 Culinary Arts Externship. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **CU113 PURCHASING AND STOREROOM PROCEDURES**

This course is designed to provide a basic understanding of the principles of purchasing food, beverage, equipment, contract services, and supplies. Primary focus is on product identification, supplier selection, and the ordering, receiving, storing, and issuing process. Students gain hands-on experience with inventory, proper receiving and issuing techniques, product quality, comparison testing, and various purchasing systems. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **CU115 COMPUTER APPLICATIONS FOR FOODSERVICE**

This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **CU116 WINES, SPIRITS AND BEVERAGES**

Students receive an overview of the major wine regions of Europe and America. The how-to of wine making, wine label reading, and champagne fermentation are thoroughly discussed. The course explains marketing and merchandising techniques helpful in today's foodservice institutions. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **CU127 MATHEMATICS FOR CULINARY ARTS**

This course enables foodservice professionals to solve culinary problems using fundamental math skills including cost per serving, adjusting recipe yields, and total cost and quantity of recipes. Students will learn how to demonstrate proper scaling and measurement techniques. Emphasis will also be placed on determining menu prices, utilizing proper cost controls, payroll taxes, tip credit, and other employee-related tax computations. Students will also gain a solid understanding of financial statements as they relate to the hospitality industry. (22 Lecture/16 Laboratory Hours—2 Semester Credits)

### **CU128 SUPERVISION IN THE HOSPITALITY INDUSTRY**

Students are introduced to the principles of hospitality management and the chef as supervisor and leader by applying wisdom of leadership theory to the realities of the hospitality industry in down-to-earth terms. Topics include the organization of industry

segments; services provided by the lodging, food, and beverage industry; career opportunities; principles of leading human resources; communication; motivation; quality; training; and team performance. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **CU136 DINING ROOM SERVICE AND MANAGEMENT**

In this course, students learn the basics of the front-of-the-house dining room operations. Included will be styles of service, the basics of service, an analysis of all dining room positions, customer service, human resource skills, and restaurant concepts. Additionally, the students learn the basic skills of either front- or back-of-the-house operations. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

### **CU201 CLASSICAL CUISINE**

This course improves the student's culinary foundation through the preparation and presentation of classical French menus. Students prepare a classical French menu daily following the principles and disciplines of Auguste Escoffier. Prerequisites: CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; and CU104 Fish and Shellfish Arts (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

### **CU211 FOOD AND BEVERAGE MANAGEMENT**

Students are introduced to the principles of food production and service management. Purchasing, receiving, and bar management are studied. Menu planning as well as banquet preparation are addressed. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **CU215 GARDE MANGER AND CHARCUTERIE**

Students are exposed to the "Garde Manger" department by applying proper techniques for cold food presentation. Attention is given to the proper care and use of tools for grinding and smoking as well as the handling of forcemeats to create a variety of sausage. Students are introduced to the organization and responsibilities of the cold kitchen. Attention to detail in the production of pates en croute, terrines, hors d'oeuvres, and classical garnishes is given. Students produce and are exposed to decorative centerpieces and displays. (20 Lecture Hours/132 Laboratory Hours—5 Semester Credits)

### **CU219 INTERNATIONAL CUISINE**

Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations. Prerequisites: CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; and CU104 Fish and Shellfish Arts (20 Lecture Hours/132 Laboratory Hours—5 Semester Credits)

### **CU220 CULINARY ARTS EXTERNSHIP**

This unpaid externship is scheduled during the last eight instructional weeks of the program. Students have the opportunity to apply skills learned through theory and hands-on application in a practical/professional environment. The externship experience is supervised and evaluated by personnel at the externship site and by college faculty. Prerequisites: Passing grade in CU101 Commercial Kitchen Skills and

Procedures; CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; CU104 Fish and Shellfish Arts; CU105 Breads, Cakes and Pastry Arts; CU111 Safety, Sanitation and Kitchen Design; CU201 Classical Cuisine; CU215 Garde Manger and Charcuterie; and CU219 International Cuisine (240 Externship Hours—5 Semester Credits)

### **EN101 BUSINESS COMMUNICATIONS I**

This course provides the students with a review of grammar and sentence structure. Students gain an understanding of the structural relationships between words and phrases as they apply fundamental rules of grammar to sentence composition. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **EN102 BUSINESS COMMUNICATIONS II**

This course is a continuation of Business Communications I. Students complete an extensive review of grammar principles and are introduced to punctuation. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and revise their own writing. Prerequisite: EN101 Business Communications I (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **EN103 BUSINESS COMMUNICATIONS III**

The practical application of more advanced uses of punctuation is the emphasis of this course. Studies also include application of capitalization, number expression, and abbreviation rules. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others. Prerequisite: EN102 Business Communications II (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **EN104 ORAL COMMUNICATIONS**

This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **EN106 WRITTEN EXPRESSION**

This course is designed to help students develop more effective written communication skills. The course focuses on grammatical structures necessary to produce clear, correct, and effective communications. Activities focus on writing effective sentences, building effective paragraphs, and properly organizing essays, letters, and memos. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **EN201 WRITTEN COMMUNICATIONS**

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums. Prerequisite: EN102 Business Communications II (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **EN206 BUSINESS COMMUNICATIONS IV**

This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation. Prerequisite: EN103 Business Communications III (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **EN210 PUBLIC SPEAKING**

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

## **EN315 RESEARCH AND REPORT WRITING**

This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

## **GD101 ELECTRONIC DRAWING I**

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

## **GD108 ELECTRONIC DRAWING II**

In this course students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design. Prerequisite: GD101 Electronic Drawing I (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

## **GD110 DESIGN AND COLOR**

In this course students explore the basic principles and elements of two-dimensional design techniques and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

## **GD111 WEB DEVELOPMENT WITH HTML**

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

## **GD115 TYPOGRAPHY I**

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, readability requirements, basic typesetting, and the history of type. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)



### **GD116 INTRODUCTION TO PRODUCTION**

This course explains the production of professional quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **GD123 COMPREHENSIVE ILLUSTRATION**

This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. Prerequisite: GD125 Drawing (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

### **GD125 DRAWING**

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

### **GD126 MULTIMEDIA AND ANIMATION**

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation. Prerequisites: GD111 Web Development With HTML and OT109 Introduction to Macintosh (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **GD202 WEB DESIGN FOR GRAPHIC DESIGNERS**

This course provides instruction and experience in the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. Prerequisite: GD111 Web Development With HTML (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **GD204 HISTORY OF GRAPHIC DESIGN**

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **GD206 DESIGN AND PRESENTATION DEVELOPMENT**

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. Prerequisites: OT225 Electronic Layout and Design and PD108 Human Relations in the Workplace (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

## **GD208 ADVANCED MULTIMEDIA AND ANIMATION**

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation. Prerequisite: GD126 Multimedia and Animation (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

## **GD221 TYPOGRAPHY II**

In this course students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. Prerequisite: GD115 Typography I (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

## **GD300 ADVERTISING ART PORTFOLIO**

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. Prerequisite: OT225 Electronic Layout and Design (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

## **GD303 SOCIAL MEDIA MANAGEMENT**

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. Prerequisite: EN102 Business Communications II (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

## **GS110 MATH EXPLORATIONS**

This course is designed to provide a general survey of mathematical topics that are useful in the contemporary world and the further study of mathematics. These topics include set theory, logic, number representation and calculation, number theory and the real number system, consumer mathematics and financial management, measurement, algebraic equations and inequalities, and graphing and functions. (33 Lecture Hours/24 Laboratory hours—3 Semester Credits)

## **GS125 FUNDAMENTALS OF CHEMISTRY**

This course introduces the student to general chemistry and focuses upon the relationship between chemistry and biological reactions in living organisms. Included are the properties of matter, interactions between molecules, acids and bases, and basic biochemical principles. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

## **GS126 SCIENCE OF NUTRITION**

Students are introduced to basic scientific nutritional concepts by applying fundamental nutritional principles to food preparation and menu planning. The essential requirements of various age, social, and at-risk health groups are evaluated as well as scientific evidence linking nutrition with disease. Characteristics, functions, and sources of each nutrient are explored. Students learn to manage their weight, exercise, and nutrition over the life cycle. Students also learn the fundamental attributes of chemical reactions. Included are the properties of matter; interactions between molecules, acids, and bases; and basic biochemical principles. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

## **GS203 ECONOMICS**

In this course students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and the economic systems of the 2000s. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

## **GS204 PSYCHOLOGY**

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

## **OT109 INTRODUCTION TO MACINTOSH**

This survey course covers the basics of Macintosh computer operations, including file management and lab hardware. Students are also introduced to the fundamental techniques of graphic software interface. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

## **OT111 ELECTRONIC SPREADSHEETS**

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

## **OT112 WORD PROCESSING--CORE**

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. Prerequisite: TY101 Keyboarding I (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

## **OT119 DESKTOP PUBLISHING**

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition. Prerequisites: GD115 Typography I, GD110 Design and Color, and OT109 Introduction to Macintosh (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

## **OT120 BUSINESS ORGANIZATION**

In this course the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **OT123 INTRODUCTION TO DATABASE MANAGEMENT**

In this course, students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **OT124 DATABASE MANAGEMENT**

Using database management software, students learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. Prerequisite: OT123 Introduction to Database Management (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **OT202 BUSINESS LAW**

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **OT216 ELECTRONIC OFFICE SYSTEMS**

This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **OT221 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. Prerequisite: OT111 Electronic Spreadsheets (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **OT222 WORD PROCESSING—EXPERT**

In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. Prerequisite: OT112 Word Processing—Core (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **OT223 DATA ANALYSIS**

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. Prerequisites: OT111 Electronic Spreadsheets, OT112 Word Processing—Core, OT124 Database Management, and SS119 Presentation Design and Development (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **OT224 MICROSOFT SKILLS**

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel. Prerequisites: EN102 Business Communications II and TY101 Keyboarding I (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **OT225 ELECTRONIC LAYOUT AND DESIGN**

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts. Prerequisites: GD108 Electronic Drawing II, GD116 Introduction to Production, and OT119 Desktop Publishing (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

### **OT317 SUPERVISION**

This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **PD102 PROFESSIONAL DEVELOPMENT**

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **PD108 HUMAN RELATIONS IN THE WORKPLACE**

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **PD109 PROFESSIONAL DEVELOPMENT FOR DESIGNERS**

This course explores the appropriate techniques for completing job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **PD112 PROFESSIONAL DEVELOPMENT FOR VETERINARY TECHNICIANS**

This course explores the appropriate techniques for making job applications and participating in job interviews in relationship to the veterinary technician career field. Students learn how individual personality traits affect career advancement and

placement. Students learn to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **PD115 PROFESSIONAL DEVELOPMENT FOR CULINARY ARTS**

This course explores the appropriate techniques for making job applications and participating in job interviews. Further topics for discussion will include entrepreneurship. Students learn how to write a business plan, understand the practices of sound fiscal management, explore financing options, and learn general business acumen. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

### **PL103 CIVIL PROCEDURE**

This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **PL105 CONTRACTS**

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

### **PL109 INTRODUCTION TO LAW AND THE LEGAL SYSTEM**

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

### **PL110 BUSINESS ORGANIZATIONS**

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **PL111 LITIGATION**

This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleading, discovery, motions, court orders, and judgments. Drafting of the necessary

litigation documents is emphasized. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **PL112 LEGAL COMPUTER APPLICATIONS**

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **PL113 ETHICS**

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

### **PL114 LEGAL RESEARCH AND LEGAL WRITING I**

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

### **PL117 LEGAL RESEARCH AND LEGAL WRITING II**

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. Prerequisite: PL114 Legal Research and Legal Writing I (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

### **PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS**

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and receive and give constructive feedback. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

### **PL130 TORT LAW**

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **PL141 REAL ESTATE LAW**

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

### **PL200 ESTATE PLANNING AND ADMINISTRATION**

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **PL201 DOMESTIC RELATIONS/FAMILY LAW**

In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **PL221 CRIMINAL LAW**

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

### **PL330 LEGAL EXTERNSHIP**

This unpaid externship is scheduled during the last eight instructional weeks of the program. Students have the opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience. Prerequisites: PL109 Introduction to Law and the Legal System, PL111 Litigation, PL113 Ethics, and PL117 Legal Research and Legal Writing II (270 Externship Hours—6 Semester Credits)

### **SS106 OFFICE PROCEDURES I**

This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **SS116 ESSENTIALS OF ACCOUNTING**

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank



statement reconciliations. A review of fundamental math principles is included as well. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **SS119 PRESENTATION DESIGN AND DEVELOPMENT**

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. Prerequisite: TY101 Keyboarding I (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **SS207 LEGAL TRANSCRIPTION**

Through the use of specially prepared text and digitally recorded materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and noncourt documents. Heavy emphasis is placed on digital transcription. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

### **SS209 LEGAL OFFICE PROCEDURES**

This course prepares the students to handle legal administrative procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

### **SS213 OFFICE PROCEDURES II**

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. Prerequisite: SS106 Office Procedures I (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **SS214 BASIC WEB PAGE DEVELOPMENT**

In this course students learn basic design principles and learn to use web authoring software to create and enhance Web pages with links, graphics, tables, frames, and "form applications." Prerequisite: SS213 Office Procedures II (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

### **TY101 KEYBOARDING I**

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

## **TY102 KEYBOARDING II**

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. Prerequisite: TY101 Keyboarding I (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

## **TY103 DOCUMENT FORMATTING**

This course continues development of basic production skills as well as speed and accuracy. The students produce business correspondence, tables, and reports. Prerequisite: TY102 Keyboarding II (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

## **TY104 DOCUMENT PRODUCTION**

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. Prerequisite: TY103 Document Formatting (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

## **TY201 ADVANCED DOCUMENT PRODUCTION**

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. Prerequisite: TY104 Document Production (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

## **VT101 CLINICAL MEDICINE I**

This course introduces basic terminology and nutrition. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **VT102 CLINICAL MEDICINE II**

This course builds upon Clinical Medicine I, focusing on canine and feline breeds, concepts of canine and feline behavior, and vaccine types and protocols for dogs and cats. Prerequisite: VT101 Clinical Medicine I (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **VT103 CLINICAL MEDICINE III**

This course is an in-depth study of canine and feline diseases. Students will focus on pathology of disease; necropsy; viral, bacterial, protozoal and vector-borne diseases; zoonoses; dermatology; and diseases of the endocrine system. Prerequisite: VT102 Clinical Medicine II (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **VT104 CLINICAL MEDICINE IV**

This course is a continuation of Clinical Medicine III. Diseases of the reproductive system, neurological system, musculoskeletal system, and cardio-respiratory system are presented. Prerequisite: VT103 Clinical Medicine III (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **VT111 ANIMAL TECHNOLOGY I**

Through theory and practical application, this course teaches the student aspects of kennel care and management. Additionally, restraint techniques, physical examinations, basic grooming techniques, and common abbreviations are included. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT112 ANIMAL TECHNOLOGY II**

This course builds upon Animal Technology I and is focused on parasitology, including fecal tests. Prerequisite: VT111 Animal Technology I (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT113 ANIMAL TECHNOLOGY III**

This course builds upon Animal Technology II and is focused on techniques for administration of oral medications and procedures, eye medications and procedures, bandaging and wound management, feeding tube usage, and other special procedures. In addition, instruction will include an emphasis on sample collection of both urine and blood specimens as well as giving injections through various routes. Prerequisite: VT112 Animal Technology II (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT114 ANIMAL TECHNOLOGY IV**

This course builds upon Animal Technology III with an emphasis placed on fluid therapy, electrocardiograms, blood transfusions, advanced surgical procedures, and orthopedics. Prerequisite: VT113 Animal Technology III (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT118 ANIMAL ANATOMY AND PHYSIOLOGY I**

This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, skeletal system, and muscular system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. (18 Lecture Hours/20 Laboratory Hours—1 Semester Credit)

### **VT123 VETERINARY TERMINOLOGY**

The student will be introduced to basic terminology used in veterinary practice. Emphasis is placed on the understanding of composition of terms including the use of prefixes and suffixes. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

### **VT124 ANIMAL ANATOMY AND PHYSIOLOGY II**

This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the nervous, circulatory, respiratory, gastrointestinal, excretory/renal, reproductive, and sense organ systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. Prerequisite: VT118 Animal Anatomy and Physiology I (36 Lecture Hours/21 Laboratory Hours—2 Semester Credits)

### **VT127 MATHEMATICS FOR VETERINARY TECHNICIANS**

The course covers basic math skills such as dosage calculations that are an important part of the veterinary technician's career. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

### **VT131 CLINICAL LABORATORY I**

This course reviews basic laboratory equipment and glassware. The student is introduced to basic veterinary hematology with emphasis placed on normal values of individual animal species. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT132 CLINICAL LABORATORY II**

This course builds upon Clinical Laboratory I with a more in-depth study of hematology. Prerequisite: VT131 Clinical Laboratory I (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT133 CLINICAL LABORATORY III**

This course builds upon Clinical Laboratory II, with emphasis placed on further individual animal species testing for common diseases, as well as urinalysis techniques and the use of blood analyzers. Prerequisite: VT132 Clinical Laboratory II (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT140 VETERINARY PHARMACOLOGY I**

This course covers clinical usage of medications and methods of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **VT143 ANESTHESIA I**

This course concerns all aspects of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will apply mathematical skills to determine appropriate dosages of common anesthetic agents. The veterinary technician's role in relationship to the veterinarian is a key point of study. Prerequisite: VT127 Mathematics for Veterinary Technicians (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **VT145 VETERINARY PHARMACOLOGY II**

This course is a continuation of Pharmacology I and covers the clinical usage and methods of administration of additional medications as well as continuing the focus on drug dosage calculations. Prerequisite: VT140 Veterinary Pharmacology I (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **VT146 VETERINARY CLIENT INTERVIEW AND COMMUNICATION SKILLS**

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients and co-workers within an animal-care facility. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

## **VT149 ANESTHESIA II**

This course is a continuation and builds upon the principles covered in Anesthesia I. Students will continue to learn details of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will also apply mathematical and psychomotor skills during laboratory hours to practice the clinical aspects of the veterinary technician's role in relationship to the veterinarian during the anesthetic process. Prerequisite: VT143 Anesthesia I (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

## **VT204 CLINICAL MEDICINE V**

This course is a continuation of Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies. Prerequisite: VT104 Clinical Medicine IV (30 Lecture Hours/27 Laboratory Hours—2 Semester Credits)

## **VT205 CLINICAL MEDICINE VI**

This course is a continuation of Clinical Medicine V and will encompass knowledge and practical-based skills obtained in Clinical Medicine courses I-V with emphasis on the veterinary technician's role with clinical medicine in a veterinary clinic setting. Prerequisite: VT204 Clinical Medicine V (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

## **VT208 VETERINARY OFFICE PROCEDURES**

This course focuses on aspects of veterinary practice operations. Topics such as appointment scheduling, general office and billing procedures, client relations, OSHA, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations are discussed. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

## **VT210 VTNE PREPARATION**

This course provides a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Examination. Discussions and/or demonstrations will be followed by exams formatted and timed using parameters similar to the actual test. (15 Lecture Hours/61 Laboratory Hours—3 Semester Credits)

## **VT211 ANIMAL TECHNOLOGY V**

This course builds upon Animal Technology IV with an emphasis placed on more advanced techniques including laboratory animal research and care and maintenance, disease processes, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotics species. Prerequisite: VT114 Animal Technology IV (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT212 ANIMAL TECHNOLOGY VI**

This course builds upon Animal Technology V with an emphasis placed on dentistry. Prerequisite: VT211 Animal Technology V (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT220 LARGE ANIMAL THEORY I**

This course will introduce the student to farm animal medicine. The course will cover anatomy, breed identification, management, restraint methods, physical examinations, reproduction, nutrition, and husbandry of large animals. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **VT226 LARGE ANIMAL THEORY II**

This course continues theories introduced in Large Animal Theory I to include more in-depth information on diseases for farm animal species. Herd health maintenance measures are discussed. Prerequisite: VT220 Large Animal Theory I (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **VT231 CLINICAL LABORATORY IV**

This course builds upon Clinical Laboratory III. Students will learn the principles of cytology, as well as additional types of testing for diseases. Students will also learn the principles and perform basic microbiology techniques. Prerequisite: VT133 Clinical Laboratory III (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT232 CLINICAL LABORATORY V**

This course builds upon Clinical Laboratory IV and is designed for clinical preparation. This course will encompass the performance of practical applications of clinical laboratory skills and knowledge obtained in Clinical Laboratory I-IV with emphasis placed on the veterinary technician's role in a veterinary clinic or research setting. Prerequisite: VT231 Clinical Laboratory IV (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **VT239 SURGICAL NURSING I**

This course will prepare the student to assist in veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, and common veterinary suture materials and patterns. Prerequisites: VT143 Anesthesia I and VT145 Veterinary Pharmacology II (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

### **VT243 SURGICAL NURSING II**

In this course students will apply all skills and knowledge acquired in Veterinary Pharmacology, Anesthesia, and Surgical Nursing I in the various roles in assisting with surgical procedures. Students will gain experience in anesthesia administration, sterile and non-sterile assisting, patient preparation, surgical clean up, and recovery of patients. Prerequisites: VT149 Anesthesia II and VT239 Surgical Nursing I (0 Lecture Hours/32 Laboratory Hours—1 Semester Credit)

**VT244 RADIOGRAPHY I**

This course includes the theory of radiography, proper positioning, and methods of exposing and developing films. Radiation safety as well as recognition of technique errors is emphasized. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

**VT245 RADIOGRAPHY II**

This course builds upon the material covered in Radiography I with students practicing hands-on repetitions to achieve competency in taking and developing radiographs. Prerequisite: VT244 Radiography I (0 Lecture Hours/32 Laboratory Hours—1 Semester Credit)

**VT251 LARGE ANIMAL PRACTICUM**

This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures on horses, cattle, and other available large animal species. Prerequisite: VT220 Large Animal Theory I (0 Lecture Hours/0 Laboratory Hours/45 Externship Hours—1 Semester Credit)

**VT252 VETERINARY TECHNICIAN EXTERNSHIP**

This unpaid externship is scheduled in the last eight instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom. Prerequisites: VT212 Animal Technology VI, VT231 Clinical Laboratory IV, VT243 Surgical Nursing II, and a cumulative GPA of 2.00 prior to starting externship (0 Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

# ACADEMIC CALENDAR 2016-2017

## DAY CLASSES

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

### Summer Session 2016

May 2	Term I Begins
May 30	No Classes: Memorial Day Holiday
June 13 – June 17	No Classes: Summer Break
July 1	Term I Ends
July 4	No Classes: Independence Day Holiday
July 5	Term II Begins
August 26	Term II Ends

### Fall Semester 2016

August 29	Fall Semester Begins
September 5	No Classes: Labor Day Holiday
October 21	Term I Ends
October 24	Term II Begins
November 24 – 25	No Classes: Thanksgiving Holiday
December 16	Fall Semester Ends
December 19 – January 2	No Classes: Christmas Holiday



## **Spring Semester 2017**

January 3	Spring Semester Begins
January 16	No Classes: Martin Luther King Jr. Holiday
February 24	Term I Ends
February 27	Term II Begins
April 14	No Classes: Good Friday Holiday
April 17 – 21	No Classes: Spring Break
April 28	Spring Semester Ends

## **Summer Session 2017**

May 1	Term I Begins
May 29	No Classes: Memorial Day Holiday
June 12 – 16	No Classes: Summer Break
July 3	Term I Ends
July 4	No Classes: Independence Day Holiday
July 5 – 7	No Classes: Summer Break
July 10	Term II Begins
September 1	Term II Ends

**HICKEY COLLEGE**  
**EVENING EDUCATION DIVISION**

Unless specifically addressed in this section of the academic catalog, students enrolled in the evening education division are governed by the same policies and procedures as students enrolled in the day education division.

**ADMISSIONS INFORMATION**

**ADMISSIONS REQUIREMENTS**

The basic requirement for admission to the Bachelor of Applied Management program is graduation from a Hickey College diploma or associate degree program. Applicants will be admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript. Students who earned their diplomas or associate degrees at other Bradford schools will be considered for admission on an individual basis.

**ADMISSIONS PROCEDURE**

Potential students should call or write the Director of Continuing Education to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Continuing Education, Hickey College, 2700 North Lindbergh Boulevard, St. Louis, MO 63114. Potential students may also apply online at [www.hickeycollege.edu](http://www.hickeycollege.edu).

Prior to application, potential students are expected to receive a tour of the school.

**FINANCIAL INFORMATION**

**TUITION AND FEES** (Effective for students entering between 1/1/16 through 12/31/16)

Application Fee .....	\$50
Tuition .....	\$3591
(Per semester *+)	

\*The quoted tuition rate is based on enrollment for 9 or more credit hours in a semester. Tuition charges for a student enrolled in fewer than 9 credit hours in a semester will be adjusted proportionately.

+Students who remain continuously enrolled in the bachelor’s program are charged the same rate for all terms. The rate is determined by the prevailing rate at the time of entry.

**TUITION AND FEES** (Effective for students entering between 1/1/17 through 12/31/17)

Application Fee ..... \$50

Tuition..... \$3591  
(Per semester \*+)

\*The quoted tuition rate is based on enrollment for 9 or more credit hours in a semester. Tuition charges for a student enrolled in fewer than 9 credit hours in a semester will be adjusted proportionately.

+Students who remain continuously enrolled in the bachelor’s program are charged the same rate for all terms. The rate is determined by the prevailing rate at the time of entry.

Independent Study Fee ..... \$160

This administrative fee is charged for each independent study course in which a student enrolls. This fee will be in addition to the tuition for the semester, which is based on the number of credits for which the student is enrolled.

Textbooks

Book charges may vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. Estimated charges range from \$90 per semester to \$600 per semester for 1/1/16 through 12/31/16. Estimated charges range from \$90 per semester to \$600 per semester for 1/1/17 through 12/31/17. Actual charges will be used in the student’s financial plan.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Director of Continuing Education to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

## REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Questions about refunds of tuition or other charges should be referred to the college's administrative or financial aid office. Examples of refund calculations are available upon request.

### Early Cancellation

#### Tuition and Fees

Students who are rejected for admission or who give written notice of cancellation by midnight of the fifth business day after signing an Enrollment Agreement with Hickey College are entitled to a full refund of the application fee, tuition, and any other charges paid to the college.

### Tuition Refund

Students who withdraw or are dismissed may be refunded a portion of the tuition charged. The amount to be refunded is primarily based on a weekly prorated rate through the sixty percent point of the semester and shall be calculated by dividing the number of weeks remaining in the semester by the total number of weeks in the semester, rounded down to the nearest ten percent. The basic requirements of this policy are as follows:

1. If a student withdraws or is dismissed prior to the close of business on the first day of class, the college will refund all funds paid which exceed the application fee. The maximum amount that may be retained is \$50.
2. If a student officially withdraws (by providing notice) or is dismissed by the Thursday of the second week of the respective semester, the end date of the previous semester will be considered the last date of attendance.
3. If a student does not provide notice of withdrawal by the Thursday of the second week of the respective semester and their last day of attendance is after the first day of class but prior to beginning the second week of the semester, the college will refund all funds paid in excess of \$300.
4. The following table illustrates the portion of the tuition that will be refunded over the remainder of the semester:

<u>Week of Semester</u>	<u>% Refund</u>
2,3	80%
4	70%
5,6	60%
7	50%
8,9	40%
After Week 9	None

## **Refund Policy for Students Called to Active Military Service**

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition. Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Director of Continuing Education.

### **Textbooks**

Textbooks are available from the college bookstore; however, students are not required to purchase books from the college. If a student elects to purchase textbooks from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for purpose of refunds as additional tuition. Unused and unmarked textbooks may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

### **Return of Title IV Funds Upon Withdrawal**

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the college's tuition refund policy as described above.

These regulations allow the college to keep as "earned" the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the college is sometimes not permitted under regulations to disburse the student's Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursement. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for the current semester will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Director of Continuing Education, the date on which the notice is given is the date of withdrawal. A student who has missed six (6) consecutive days of class with no communication with the school is considered to have withdrawn.

In the event the college is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

### **Order of Refund**

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

## FINANCIAL AID

A variety of financial plans are available to assist qualified students in securing a business education, regardless of financial status or family income level. These plans include a combination of student loans, grants, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. Hickey College offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid. Information about these plans is available from the Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

### Verification Policies and Procedures

To ensure that only eligible students receive Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of Title IV aid to any student that is selected for verification until all verification documentation is complete.

Time Frame: The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested documentation within two weeks or no later than the start of the academic year. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

Consequences for not Submitting Proper Documentation Within the Proper Time Frame: If the student is unable to submit the required documentation within two weeks or no later than the start of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and Stafford loans, the school will follow the same procedures that it takes for Pell. When applicable, the expected family contribution is recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.



# ACADEMIC INFORMATION

## ATTENDANCE POLICY

The attendance policy for the Hickey College Continuing Education Division is summarized as follows:

1. Students who exceed three (3) absences in any course that is offered one (1) evening per week will be subject to dismissal from the program.
2. Students who exceed six (6) absences in any course that is offered two (2) evenings a week will be subject to dismissal from the program.
3. In addition, a cumulative attendance rate is kept. Therefore, total hours of absence in the program are tracked in relation to clock hours accumulated to date. A student who reaches a 15 percent absence rate in relation to hours accumulated to date will be subject to dismissal from the program.
4. A student who accumulates 6 consecutive days of absence without communication with administration is considered to have withdrawn.

Students who are dismissed for violation of attendance policies and who wish to remain enrolled may appeal the decision to the Director of Continuing Education. The appeal must be made within three (3) business days when the student is notified on-site or within five (5) business days when the student is notified off-site.

## CLASS SCHEDULE

A semester contains a minimum of 15 weeks of instruction for the bachelor's degree program. Classes are 1 and 1/2 hours to 3 hours in length depending on the course taken. Courses are scheduled Monday through Thursday between 5:35 p.m. and 9:40 p.m. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on holidays or during nonstandard hours and may result in an extended semester.

A regularly enrolled student is required to attempt the number of courses normally scheduled for a program, usually three, for the length of the program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which he/she was previously enrolled.

## **DRESS CODE**

Students are required to dress in appropriate business casual attire.

## **STUDENT CONDUCT**

Students at Hickey College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Director of Continuing Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director of Continuing Education, who is also a Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who wishes to question any decision made by the director may appeal to the President, who will then render a final decision. Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid.

## **CLASS SIZE**

Although class size will vary over a considerable range, it will usually average 30 students.

## **DEFINITION OF ACADEMIC CREDIT**

A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A semester credit hour

is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three. This definition also assumes appropriate out-of-class learning activities to support the credit awarded for courses or portions of courses. Federal regulations for the allocation of student financial assistance establish an expectation of two hours of out-of-class work for each hour of lecture for which credit is awarded.

## **DISABILITY SUPPORT SERVICES**

Hickey College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Continuing Education identified in the Administration, Faculty, and Staff section of this catalog, by phone at (314) 434-2212 or by mail or in person at 2700 North Lindbergh Boulevard, St. Louis, Missouri 63114. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

## **GRADING SYSTEM**

<u>Grade</u>	<u>Numerical Value</u>	<u>Quality Points</u>
A	93 – 100	4.0
B	85 – 92	3.0
C	75 – 84	2.0
D	70 – 74	1.0
F	Below 70	0.0
I	Incomplete	0.0
W	Withdrawal	
S	Waived by Substitution	
X	Credit by Transfer	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

The cumulative grade point average will include all grades earned at Hickey College.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating the successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

## **GRADE REPORTS**

Grade reports will be issued at the conclusion of each semester.

## **TRANSCRIPTS**

An official transcript will be issued to the student, on the student's written request, except when the student has a financial obligation to the school, is delinquent or in default on a student loan, or owes a refund on any federal or state student financial aid program. Each student may receive one free copy of his or her transcript. Students will be charged a \$5 processing fee for additional transcript copies.

## **INDEPENDENT STUDY**

In exceptional circumstances, students may be permitted to complete required courses through faculty-supervised independent study. This option is provided only for evening students who are unable to schedule required courses during the normal completion time specified for the program in which they are enrolled due to mitigating circumstances. Students must receive prior approval from the Continuing Education Director.

Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student's grasp of the subject matter. Under the supervision of a faculty member, a learning contract shall be developed which outlines specific learning objectives, texts, supplemental readings, course requirements, evaluative criteria, and examination dates. Because independent study classes are the exception and not the rule, students are limited to taking one course independently.

## **WITHDRAWAL**

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Continuing Education. The student is also required to have an exit interview with the assigned student aid administrator.

If a student provides notice of withdrawal either verbally or in writing to the Director of Continuing Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing by Thursday of the second week of the respective semester, the end date of the previous semester will be considered the last date of attendance. If a student is dismissed due to a violation of the attendance policy and does not file an appeal within the allowable time frame (see Attendance Policy), the student is considered to have withdrawn. The date of withdrawal will be the first calendar day after the expiration of the allowable appeal time frame.

A student who has missed six (6) consecutive days of class with no communication with the school is considered to have withdrawn.

## **DISMISSAL**

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the Student Conduct section on page 104.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

## **READMISSION**

Readmission to Hickey College following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Continuing Education.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure

to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite course and must withdraw.

Reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. However, if the withdrawal was due to being called to active military duty, a student who notifies the school of his/her intent to return to the school within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which she/he enrolls. The student will be charged the tuition and fee charges that she/he would have been charged for the academic year during which she/he left the school.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

### **Maximum Time Frame**

Students are expected to complete graduation requirements within the normal completion time specified for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Bachelor of Applied Management program is 120 credits. Using that number, 150 percent would equal 180 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

## **Satisfactory Progress Measurements**

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each semester of his or her program. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met.

### Minimum Cumulative Grade Point Average (GPA):

At the end of each semester: 2.0

### Minimum Successful Course Completion Percentage:

At the end of each semester: 67 percent

The cumulative grade point average will include all grades earned at Hickey College. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

### Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student cannot enroll in the subsequent course but circumstances may occur where a student can continue in other courses. In the event of a failed course, either prerequisite or nonprerequisite, a student will be required to repeat the failed course or equivalent at a later date provided the maximum time frame would permit and as long as the student is otherwise making satisfactory progress. Students will be allowed to fail and repeat a maximum of two courses once past their diploma or associate degree portion of the program.

At the end of each semester, Hickey College will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

## **Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions**

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating

the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. Hickey College does not offer noncredit remedial courses.

### **Appeal Process and Reinstatement of Financial Aid Eligibility**

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Continuing Education within three (3) business days when the student is notified on site or within a reasonable time (not generally to exceed five [5] business days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory



academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Continuing Education will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one semester is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

### **Probation**

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the semester following the semester when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of semesters during which a student may remain on probation is limited to two. However, probationary status over more than one semester is highly unlikely.

### **Course Repetitions**

Students should discuss course repetitions with the Director of Continuing Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every semester. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework. Veterans Administration benefits are not

payable for repeating courses that, based upon school standards, have previously been successfully completed.

### **Incomplete Grades**

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students must:

1. Pass all courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be awarded the degree.

## **HONORS**

**Attendance Award**--This is awarded to those students who have achieved perfect attendance during their program.

**Scholastic Award**--This award is given to those students who have achieved a cumulative GPA of 4.0 during their program.

**Academic Award**--This award is given to those students who have achieved a cumulative GPA of 3.75 with no more than one semester below a GPA of 3.4.

## **CREDIT TRANSFER FROM ANOTHER SCHOOL**

Transcripts of work completed at other accredited colleges may be submitted to the Director of Continuing Education for review. Transcripts should be submitted during the first semester of a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Transfer Committee.

Course work that is comparable in nature, content, and level to that required at Hickey College may be considered for direct transfer for a Hickey College course. When the course work does not satisfy the standards for direct transfer, courses completed in accounting, communications, computer and information technology, externship experiences, general business, human relations, information analysis, marketing, professional development, and supervision techniques will be considered for transfer as unspecified management, business-related, or technical credits. Multiple courses or courses taken at a higher level in general education subject matter taught at Hickey College will be considered for transfer credits in that discipline.

If the course work is deemed acceptable by the Transfer Committee, students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. A maximum of 22 credits will be accepted as unspecified management, business-related, or technical credits.

Courses completed at other Bradford schools will be treated the same as courses taken at Hickey College. Because programs at Hickey College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.

## **PROGRAMS OF STUDY**

Hickey College Evening Education Division offers the program described in the following pages.

### **BACHELOR OF APPLIED MANAGEMENT**

The purpose of the Bachelor of Applied Management program is to train an individual for management positions in a technical field. The program combines the technical and business-related courses completed in a Hickey College diploma or associate degree program with courses that develop critical thinking ability and advanced knowledge and skills relevant to management in a variety of business and technical fields. At the completion of the program, students earn a Bachelor of Applied Management with one of the following technical majors: Accounting, Computer Programming, Computer Systems Management, Culinary Arts, Graphic Design, Legal Office Administration, Office Administration, Paralegal Studies, and Veterinary Office Administration.

The Bachelor of Applied Management program includes three components: general education; the area of concentration, which is composed of technical courses in the selected major and management and business-related courses; and elective courses. The concentration requirement will be satisfied by the completion of 62 semester credits in technical, management, and business-related courses. A total of 120 semester credits is required to earn the degree, including at least 40 credits in upper-division coursework. Credits earned in the diploma or associate degree program are applicable towards satisfaction of the total credits required for graduation. Prior to entering the last six semesters of the bachelor's program, students must have completed a minimum of 12 general education credits, 32 technical credits, and 66 total credits. Students who have not completed these minimum requirements must successfully complete additional courses.\*

\*Optional Courses: BM201, BM202, BM203, BM206, BM207, EN301, GE150, GE203, GE205, GE206, GE207, GE208, and OT202.

## Bachelor of Applied Management Requirements

### **General Education Courses**

General education credits from an associate degree program and from the courses below to equal a total minimum of 36 semester credits\*:

GE150	Introduction to Logic	3
GE201	College Algebra	3
GE203	Mass Communications	3
GE205	Introduction to Economics	3
GE206	Introduction to Psychology	3
GE207	Speech	3
GE208	Introduction to Sociology	3
GE210	American Government and Politics	3
GE221	Introduction to Environmental Science	3
GE301	Ethics	3
GE302	Interpersonal Communications	3
GE303	Personality Theory	3
GE304	Compositional Writing and Rhetoric	3
GE310	Statistics	3

**Total Required General Education Credits: 36**

\*General education courses include courses in composition, the humanities, mathematics, the sciences, and the social sciences.

### **Area of Concentration**

#### **Management and Business-Related Courses**

Students must complete the following courses:

AC212	Introduction to Managerial Accounting	3
FI301	Fundamentals of Finance	3
MT301	Principles of Management	3
MT302	Organizational Behavior	3
MT303	Small Business Management	3
MT304	Operations Management	3
MT305	Human Resource Management	3
MT306	Legal Environment of Business	3
MT311	Strategic Management and Administrative Policy	3
OT301	Management Information Systems	3

Subtotal 30

## Technical Courses in Selected Major

Minimum technical course credits\* in the selected major completed during the associate or diploma program Subtotal 32

\*Typical technical courses in the major area are identified in the program course listings that appear in the day section of this catalog. Graduates of the accounting, office administration, or computer specialist diploma programs would satisfy the minimum technical course requirement for the Office Administration major through completion of a minimum of 32 credits in technical courses listed below:

AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC106	Accounting Principles I	3
AC107	Accounting Principles II	3
AC108	Accounting Principles III	3
AC210	Financial Analysis and Reporting	1
AC211	Computerized Accounting	1
BM201	Business Principles	3
BM202	Report Writing	3
BM203	Problems in Business	3
BM206	Advertising	3
BM207	International Business	3
CA104	Database Concepts	1
CA106	Computer Applications-*NIX	1
CA109	Microsoft Operating Systems	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA121	Web Development	2
CA123	Web Authorizing Tools	2
CA126	Networks	3
CA130	Programming Logic	2
CA132	PC Hardware and Diagnostics	3
CA133	Network Administration	1
CA224	.NET Programming	3
CA226	IT Customer Support	1
CA227	Microsoft Integration	1
EN101	Business Communications I	2
EN102	Business Communications II	2
EN103	Business Communications III	2
EN104	Oral Communications	2
EN201	Written Communications	2
EN301	Effective Communication	3
OT111	Electronic Spreadsheets	1
OT112	Word Processing—Core	1
OT123	Introduction to Database Management	1
OT124	Database Management	1
OT202	Business Law	2
OT221	Advanced Spreadsheets and Electronic Communications	1
OT222	Word Processing—Expert	1
PD108	Human Relations in the Workplace	2
SS106	Office Procedures I	2
SS119	Presentation Design and Development	1
SS213	Office Procedures II	2

**Total Area of Concentration Credits: 62**

**Unspecified management, business-related, and technical credits (minimum): 22**

**MINIMUM TOTAL REQUIRED SEMESTER CREDIT HOURS: 120**

## EVENING COURSE DESCRIPTIONS

The evening education division uses the same course numbering system as the day division (see page 69).

### **AC212 INTRODUCTION TO MANAGERIAL ACCOUNTING**

In this course, students focus on the use of accounting in managerial decision making for the purpose of planning and controlling operations. Topics include budgeting, standard costs, direct costing, business segment analysis, cost-volume profit analysis, relevant cost, and cost behavior. Emphasis is placed on performance measurement, activity-based costing and management, responsibility accounting, and method of cost accumulation. (45 Lecture Hours—3 Semester Credits)

### **BM201 BUSINESS PRINCIPLES**

This course is a comprehensive survey of business institutions, such as the organization and management of the business, managerial control, personnel, finance, pricing, production, location, and layout. (45 Lecture Hours—3 Semester Credits)

### **BM202 REPORT WRITING**

This course teaches students to apply the principles of successful professional communication to business writing tasks. Students plan, write, and revise a variety of business reports. Students will also practice editing and reviewing the writing of others. Emphasis is given to writing for particular audiences to solve “real world” writing problems. They range in complexity, length, formatting demands, and the manipulating of genre. (45 Lecture Hours—3 Semester Credits)

### **BM203 PROBLEMS IN BUSINESS**

This course provides students with an overview of common business problems. Topics cover traditional business challenges from past and recent business-related case studies. The focus is on decision making and management by company leadership when problems arise. (45 Lecture Hours—3 Semester Credits)

### **BM206 ADVERTISING**

In this course, students learn about advertising theories and techniques by studying history, advertising strategies, media placement, budgeting, personnel management, branding, planning, preparing, researching, and promoting. Ethical implications, economic factors, and behavioral influences within advertising will also be examined. (45 Lecture Hours—3 Semester Credits)

### **BM207 INTERNATIONAL BUSINESS**

This course is designed to provide a study of international business operations including the nature of international business, international environments, foreign exchange, marketing, finance, global trade, and global competitiveness and strategies. (45 Lecture Hours—3 Semester Credits)

### **EN301 EFFECTIVE COMMUNICATION**

This course advances the students' knowledge of professional oral and written communicative skills for utilization within a business organization. Prerequisite: EN102 Business Communications II or EN106 Written Expression (45 Lecture Hours—3 Semester Credits)

### **FI301 FUNDAMENTALS OF FINANCE**

This course emphasizes the modern fundamentals of the theory of finance. Topics include the principles and techniques of financial analysis, long-term financial planning and growth, time value of money, discounted cash flow valuation, capital budgeting, risk and return, short-term financial planning, and working capital management. Prerequisite: GE201 College Algebra (45 Lecture Hours—3 Semester Credits)

### **GE150 INTRODUCTION TO LOGIC**

This course introduces students to the fundamentals of logical theory and its application in the development and evaluation of arguments. (45 Lecture Hours—3 Semester Credits)

### **GE201 COLLEGE ALGEBRA**

This course is designed to provide a study of mathematical models, problem solving, functions, systems of linear equations and inequalities, and how algebra can model and solve authentic real-world problems. Topics covered: algebraic expressions and real numbers, algebra of functions, exponents, graphing, and scientific notation. (45 Lecture Hours—3 Semester Credits)

### **GE203 MASS COMMUNICATIONS**

This course focuses on the past, present, and future of mass media including its history, theoretical foundations, models of mass communication, study of different types of mass media, gatekeeping, legal issues, ethical concerns, and mass media's impact on culture. Emphasis is placed on effects of media on U.S. society and global society including economic, political, historical, and technological issues. (45 Lecture Hours—3 Semester Credits)

### **GE205 INTRODUCTION TO ECONOMICS**

This course covers historical economics, basic economic terms and laws, capitalism and the free enterprise system, and specialization in large-scale business operations. A survey study is made of marketing, competitive monopoly, government-controlled prices, money and banking, and the Federal Reserve System. (45 Lecture Hours—3 Semester Credits)

### **GE206 INTRODUCTION TO PSYCHOLOGY**

In this course the students gain a general understanding of psychology as a science of human behavior and survey psychological principles. Particular emphasis is given to the personality and social processes. (45 Lecture Hours—3 Semester Credits)



### **GE207 SPEECH**

This course introduces in depth the main forms of discourse in the areas of argument, exposition, narration, and description. From class readings, students are requested to prepare and deliver various presentations for class discussion and evaluation. Critical analysis of logic form, clarity of style, and credibility of contents is emphasized. (45 Lecture Hours—3 Semester Credits)

### **GE208 INTRODUCTION TO SOCIOLOGY**

In addition to the basic sociological concepts and methodology, in this course students study modern social problems in areas such as family, religion, crime, economics, politics, industry, ethnic groups, and the social process operating within those areas. Theories and perspectives are used eclectically to analyze all problems as they relate to the structure and values of a larger society. (45 Lecture Hours—3 Semester Credits)

### **GE210 AMERICAN GOVERNMENT AND POLITICS**

This course describes the organization and structure of American federalism, political parties, interest groups, Congress, the Presidency, and the federal courts. Students examine many forces that affect the political system, such as public opinion, the media, personality, culture, and tradition. (45 Lecture Hours—3 Semester Credits)

### **GE221 INTRODUCTION TO ENVIRONMENTAL SCIENCE**

In this course, the students gain a general understanding of environmental science; the interdisciplinary relationship between the applied and theoretical aspects of human impact on the world; and how the issues relate to a wider variety of disciplines including geology, biology, ecology, chemistry, sociology, and geography. (45 Lecture Hours—3 Semester Credits)

### **GE301 ETHICS**

This course introduces the philosophy of morality as it applies to practical and moral needs. Moral character is explored in all its dimensions: virtues, vices, attitudes, emotions, commitments, personal relationships, and personal conduct. An objective of this course is to stimulate personal reflection and group dialogue. Prerequisite: GS204 Psychology or GE206 Introduction to Psychology (45 Lecture Hours—3 Semester Credits)

### **GE302 INTERPERSONAL COMMUNICATIONS**

In this course, students discuss the theory and practice of face-to-face human communication. The course focus is on communication in interpersonal, group, and public contexts and explores such current communication issues as impression management, culture and language, communication competency, and critical thinking. Prerequisite: GS204 Psychology or GE206 Introduction to Psychology (45 Lecture Hours—3 Semester Credits)

### **GE303 PERSONALITY THEORY**

This course is an introduction to various viewpoints on the nature and development of personality. Theories of various schools of psychology—Freudian and neo-

Freudian, trait, biological, existentialist, behaviorist, and cognitive—are studied. Personality testing and personality change are explored. Prerequisite: GS204 Psychology or GE206 Introduction to Psychology (45 Lecture Hours—3 Semester Credits)

### **GE304 COMPOSITIONAL WRITING AND RHETORIC**

This course focuses on the development of fluency and productivity in writing and on the development of effective techniques for revising and editing papers for a variety of purposes and audiences. Prerequisite: EN102 Business Communications II or EN105 Written Expression (45 Lecture Hours—3 Semester Credits)

### **GE310 STATISTICS**

This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing. Students learn the nature of statistics and fundamentals of descriptive statistics. Prerequisite: GE201 College Algebra (45 Lecture Hours—3 Semester Credits)

### **MT301 PRINCIPLES OF MANAGEMENT**

In this course students explore the fundamentals of the management process: planning, organizing, staffing, leading, coordinating, and controlling organizational activities. (45 Lecture Hours—3 Semester Credits)

### **MT302 ORGANIZATIONAL BEHAVIOR**

In this course students study the dynamics of human behavior in business organizations with an emphasis on problems of motivation and leadership. Students examine the behavior of the organization as a function of individual and interpersonal behavior and group processes within organizations. Prerequisites: GS204 Psychology or GE206 Introduction to Psychology and MT301 Principles of Management (45 Lecture Hours—3 Semester Credits)

### **MT303 SMALL BUSINESS MANAGEMENT**

The focus of this course is on effective management of small firms. The management process includes not only strategy determination but also the varied activities necessary in planning, organizing, directing, and controlling small business operations. In each area the emphasis is placed upon those aspects of management that are uniquely important to small firms. Prerequisite: MT301 Principles of Management (45 Lecture Hours—3 Semester Credits)

### **MT304 OPERATIONS MANAGEMENT**

This course explores the production and operations components of manufacturing and service organizations. Topics include forecasting of demand, product design and process selection, job design and work measurement, inventory management, and quality assurance and control. Prerequisites: MT301 Principles of Management and GE201 College Algebra (45 Lecture Hours—3 Semester Credits)

### **MT305 HUMAN RESOURCE MANAGEMENT**

This course addresses the problems, policies, and procedures associated with the management of personnel. Particular attention is directed to the topics of staffing, performance appraisal, training, compensation, benefits and services, safety and health, and equal employment. Prerequisites: MT301 Principles of Management and MT302 Organizational Behavior (45 Lecture Hours—3 Semester Credits)

### **MT306 LEGAL ENVIRONMENT OF BUSINESS**

This course provides the students with knowledge of the legal system as it applies to business; business ethics and social responsibility; principal/agent relationships; business torts and crimes; contracts; warranty and liability; real, personal, and intellectual property; antitrust; consumer rights; and employer/employee issues. This course prepares the student to recognize and avoid legal problems, to address legal problems when they do arise, to know when to contact a lawyer and what to discuss, and to initiate and participate in the necessary actions that need to be taken in a business environment. Prerequisites: MT301 Principles of Management and MT302 Organizational Behavior (45 Lecture Hours—3 Semester Credits)

### **MT311 STRATEGIC MANAGEMENT AND ADMINISTRATIVE POLICY**

This course is designed to develop the students' analytical, communicative, and evaluative skills in both individual and group problem-solving situations. Through case analysis, students conceive and define elements of strategy for purposes of the design of strategic policy and management decisions. Prerequisites: FI301 Fundamentals of Finance, MT301 Principles of Management, and GE310 Statistics (45 Lecture Hours—3 Semester Credits)

### **OT202 BUSINESS LAW**

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **OT301 MANAGEMENT INFORMATION SYSTEMS**

This course provides the students with a comprehensive foundation in information systems with an emphasis on strategic and managerial issues. It covers concepts, technology, and systems development. Students examine the interrelation of organizations, decision makers, information needs, and technology. Prerequisites: MT301 Principles of Management and GE201 College Algebra (45 Lecture Hours—3 Semester Credits)

# ACADEMIC CALENDAR 2016-2017

## EVENING EDUCATION DIVISION

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

### Summer Session 2016

May 2	Summer Session Begins
May 30	No Classes: Memorial Day Holiday
July 4	No Classes: Independence Day
August 17	Summer Session Ends

### Fall Semester 2016

August 29	Fall Semester Begins
September 5	No Classes: Labor Day Holiday
November 23	No Classes: Thanksgiving Holiday
December 14	Fall Semester Ends

### Spring Semester 2017

January 9	Spring Semester Begins
January 16	No Classes: Martin Luther King, Jr. Holiday
January 17	Evening Classes Held (Tuesday)
April 19	Spring Semester Ends

## **Summer Session 2017**

May 1

Summer Session Begins

May 29

No Classes: Memorial Day Holiday

July 5

No Classes: Independence Day Break

August 16

Summer Session Ends

# ADMINISTRATION, FACULTY, AND STAFF

## ADMINISTRATION

Christopher A. Gearin .....	President
Connie Scott .....	Director of Education
Kimberly Simpson .....	Director of Continuing Education
Chef Chris Desens.....	Culinary Program Director
Susan Starr, DVM.....	Veterinary Technology Program Director
Bill Lewis .....	Director of Admissions
Travis Hoskins .....	Director of Placement
Deanna Pecoroni .....	Director of Student Services

## STAFF

Jessica Finnerty .....	Continuing Education Assistant
Kristal Rundquist .....	Placement Counselor
Cassandra Talley .....	Placement Counselor
Janna Caravia .....	Supervisor of Regional Admissions
Jessica Huebner.....	Regional Admissions Manager
Karen Wilson .....	Regional Admissions Manager
Leisa Carpenter .....	Admissions Representative
Brenda Mallory .....	Admissions Representative
Leah Walters .....	Admissions Representative
Angela Burke .....	Admissions Representative
Shani Poole.....	Admissions Representative
Ebony Foster .....	Admissions Administrative Assistant
Leesha West .....	Admissions Administrative Assistant
Keanna Compton .....	Education Administrative Assistant

Jeanne Weston.....	Financial Aid Officer
Sarah Tolbert.....	Financial Aid Officer
Maureen Gates .....	Financial Aid Assistant
Margaret Glennon .....	Admissions Assistant Supervisor
Nancy Lupia.....	Admissions Assistant
Erick Lopez and Carmen Fabien-Lopez.....	Residence Managers
Suzanne Hajek.....	Education Assistant
Paula Erbs.....	Administrative Support
Margaret Schmidt.....	Administrative Support
Trina Fischer .....	Culinary Purchaser
Melissa Truesdell .....	Library Aide

## **FACULTY**

### **ACCOUNTING**

Karl Tymniski  
 C.P.A.  
 M.S. Stevens Institute of Technology  
 B.S. University of Albany  
 A.S. Monroe Community College

### **APPLIED MANAGEMENT**

Todd Hayes  
 M.S. Southern Illinois University  
 B.S. Southern Illinois University

Nicole Kushma  
 M.A. Webster University  
 M.B.A. Fontbonne University  
 B.A. Fontbonne University

John Mallett  
 M.B.A. Saint Louis University  
 B.S. Saint Louis University

Barbara Miller  
 M.A. Webster University  
 B.A. Maryville University

## COMPUTER SPECIALIST, SYSTEMS MANAGEMENT

Kevin Adams

CP, MCT, MOS, DDI

A.A.S. Metropolitan Community College

## CULINARY ARTS

Christine Allhoff

CEC

B.A. Fontbonne University

A.O.S. Culinary Institute of America

Chris Desens

CEC, CCA, ACE, AAC

B.A. Lindenwood University

A.A.S. St. Louis Community College - Forest Park

Amy Feese-Tyrell

C.A.P. Ecole Supérieure de Cuisine Française - Ferrandi

B.A. Drury University

Heidi Haller

CEC

B.A. Southern Illinois University Carbondale

A.D. Culinary Institute of America

Joe Hovland

CEC

A.S.C.A. Johnson and Wales University

A.S.B.P.A. Johnson and Wales University

Justin Keimon

CEC

A.A.S. Kendall College Culinary School

John Kennealy

CEC

ACF Registered Apprentice

St. Louis Community College

## GRAPHIC DESIGN

Jeffrey Appel

BCIP

B.F.A. Missouri State University



## HUMANITIES

Robin Delaney

M.Ed. University of Missouri

B.S. University of Missouri

Carol Hofer

M.A. Webster University

B.A. Webster University

## LEGAL STUDIES

Kenneth Whiteside

J.D. University of Missouri

B.A. University of Missouri

## MATHEMATICS AND SCIENCE

Diane Picard

B.A. Fontbonne University

## OFFICE ADMINISTRATION

Cheryl King

M.A. Webster University

B.S. University of Missouri

## SOCIAL SCIENCES

Ronald Combs

J.D. University of Missouri

M.Ed. University of Missouri

B.A. Missouri Baptist University

Janet Webb

MLPC

M.A. University of Missouri

B.S. University of Missouri

## VETERINARY TECHNOLOGY

Elizabeth Cook

R.V.T.

B.A. Concordia University

A.A.S. Madison Area Technical College

Robin Graham

R.V.T.

B.A.M. Hickey College

A.D. Hickey College

Doug Haines  
R.V.T.  
A.D. Hickey College  
A.A.S. Kirkwood Community College

Andrea Kohnen  
R.V.T.  
B.S. Lincoln Memorial University

Dawn Mrad  
D.V.M. University of Missouri – Columbia  
B.A. Drury College

Alyce Patterson  
R.V.T.  
A.D. Hickey College

Audra Sever  
R.V.T.  
A.D. Hickey College

Susan Starr  
D.V.M. University of Missouri – Columbia  
B.A. University of Missouri – Columbia

Kristine Venegoni  
R.V.T.  
B.S. Truman State University

Debbie Wilson  
R.V.T.  
A.A.S. Columbia State Community College

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**[www.hickeycollege.edu/catalog.pdf](http://www.hickeycollege.edu/catalog.pdf)**

