

NorthCentral **MISSOURI COLLEGE**

2017–2018 Catalog

North Central Missouri College

1301 Main Street

Trenton, MO 64683

660.359.3948

www.ncmissouri.edu

Prepared June 2017

Contents

| | |
|---|----|
| <u>Contacts</u> | 6 |
| <u>2016-2017 Academic Calendar</u> | 9 |
| <u>Final Exams Schedule</u> | 11 |
| <u>Main Campus Map</u> | 12 |
| <u>Barton Farm Campus Map</u> | 13 |
| <u>A Letter of Welcome</u> | 14 |
| <u>This is NCMC</u> | 15 |
| <u>Getting Started</u> | 22 |
| <u>Admission</u> | 22 |
| <u>How to Apply for Admission</u> | 23 |
| <u>International Student Admissions</u> | 24 |
| <u>Classification of Students</u> | 26 |
| <u>Residency</u> | 26 |
| Advising..... | 28 |
| <u>Orientation, Advising & Registration (OAR)</u> | 28 |
| <u>Advising Services</u> | 28 |
| <u>Accessibility Services</u> | 29 |
| <u>Testing</u> | 29 |
| Costs & Financial Aid..... | 30 |
| <u>Tuition, Fees, Payments & Refunds</u> | 30 |
| <u>Pirate Gold Student ID Card</u> | 31 |
| <u>Financial Aid</u> | 32 |
| <u>Employment Assistance</u> | 41 |
| <u>Loan Assistance</u> | 41 |
| <u>Financial Aid General Eligibility Requirements</u> | 42 |
| <u>Application Procedures</u> | 42 |
| <u>Other Financial Assistance Programs</u> | 42 |
| <u>Satisfactory Academic Progress Policy</u> | 44 |
| <u>Disbursement of Funds</u> | 44 |
| <u>Acts of Fraud and Abuse</u> | 44 |
| <u>Registration & Records</u> | 45 |
| <u>Course Registration</u> | 45 |
| <u>Academic Conduct</u> | 47 |
| <u>Grading System</u> | 48 |
| <u>General Transfer Policy</u> | 55 |
| <u>Academic Standards</u> | 60 |
| <u>Student Education Rights & Privacy Act</u> | 61 |
| <u>Graduation Requirements</u> | 62 |
| <u>After Graduation</u> | 64 |
| Campus Services..... | 65 |
| <u>NCMC Learning Commons</u> | 65 |
| Library, Academic Resource Center, Student Support Services | |
| Library..... | 66 |

| | |
|--|-----|
| <u>Computer Labs</u> | 67 |
| <u>Website</u> | 67 |
| <u>Bookstore</u> | 67 |
| <u>Cashier & Student Accounts Office</u> | 68 |
| <u>Campus Food Service</u> | 68 |
| <u>Ketcham Community Center</u> | 68 |
| <u>myCOMPASS</u> | 68 |
| <u>Parking</u> | 69 |
| <u>Residence Life</u> | 69 |
| <u>Student Activities</u> | 69 |
| <u>Student Conduct</u> | 73 |
| Programs of Study..... | 84 |
| <u>Degrees Offered</u> | 85 |
| <u>Developmental Studies</u> | 85 |
| Transfer Programs..... | 85 |
| <u>Associate in Arts (AA) Degree Requirements</u> | 89 |
| <u>Associate in Arts in Teaching (AAT) Degree Requirements</u> | 91 |
| <u>Associate in General Studies (AGS)</u> | 93 |
| <u>Associate in Applied Science (AAS)</u> | 95 |
| <u>Career Certificate Programs</u> | 96 |
| <u>Agriculture & Natural Resources AAS</u> | 96 |
| <u>Crop Production Certificate</u> | 98 |
| <u>Equine Management Certificate</u> | 98 |
| <u>Applied Technology AAS</u> | 99 |
| <u>1+1 Program</u> | 99 |
| <u>Business & Technology AAS</u> | 101 |
| <u>Accounting & Business Technology Certificate</u> | 103 |
| <u>Business Management Essentials Certificate</u> | 103 |
| <u>Business Technology Essentials Certificate</u> | 103 |
| <u>Marketing Management Certificate</u> | 104 |
| <u>Computer Science & Information Technology (AAS)</u> | 104 |
| <u>Criminal Justice AAS</u> | 105 |
| <u>Criminal Justice Certificate</u> | 107 |
| <u>Early Childhood Development AAS</u> | 107 |
| <u>Child Development Associate (CDA) Component</u> | 108 |
| <u>Industrial & Energy Systems Technology AAS</u> | 109 |
| <u>Industrial & Energy Systems Technology Certificate</u> | 110 |
| <u>Industrial Maintenance Skills Certificate</u> | 111 |
| <u>Manufacturing Skills Certificate</u> | 111 |
| <u>Medical Assistant AAS</u> | 112 |
| <u>Nursing Career Programs</u> | 113 |
| <u>Practical Nursing Certificate</u> | 113 |
| <u>Associate Degree Nursing –PN to ADN</u> | 118 |
| <u>Pharmacy Technician AAS</u> | 121 |
| <u>Pharmacy Technician Certificate</u> | 123 |
| <u>Health Science Partnerships</u> | 123 |

| | |
|--|-----|
| <u>Dental Hygiene AAS</u> | 124 |
| <u>Diagnostic Medical Sonography AAS</u> | 125 |
| <u>Emergency Medical Technology/Paramedic AAS</u> | 126 |
| <u>Occupational Therapy Assistant AAS</u> | 128 |
| <u>Physical Therapy Assistant</u> (AAS - State Technical College of MO)..... | 129 |
| <u>Radiology Technology AAS</u> | 131 |
| <u>Surgical Technology AAS</u> | 132 |
| <u>Other Educational Opportunities</u> | 134 |
| <u>Articulated Technician Education</u> | 134 |
| <u>Business/Industry Training & Certification</u> | 134 |
| <u>Community Education</u> | 134 |
| <u>High School Dual Credit</u> | 135 |
| <u>Upward Bound</u> | 135 |
| Course Descriptions..... | 136 |
| <u>Course Prefix Meanings</u> | 136 |
| <u>Accounting</u> | 139 |
| <u>Agriculture & Natural Resources</u> | 139 |
| <u>Allied Health</u> | 143 |
| <u>Art</u> | 144 |
| <u>Applied Technology</u> | 145 |
| <u>Business Management</u> | 145 |
| <u>Biological Science</u> | 149 |
| <u>Business Technology</u> | 150 |
| <u>Chemistry</u> | 156 |
| <u>Computer Science & Information Systems</u> | 167 |
| <u>Criminal Justice</u> | 156 |
| <u>College Skills</u> | 158 |
| <u>Developmental Studies</u> | 159 |
| <u>Early Childhood Development</u> | 152 |
| <u>Economics</u> | 160 |
| <u>Education</u> | 160 |
| <u>English</u> | 162 |
| <u>Fire Science</u> | 165 |
| <u>Foreign Language</u> | 164 |
| <u>Geography</u> | 165 |
| <u>History</u> | 166 |
| <u>Health Information Management</u> | 166 |
| <u>Humanities</u> | 167 |
| <u>Manufacturing Technology</u> | 168 |
| <u>Mathematics</u> | 173 |
| <u>Music</u> | 176 |
| <u>PN Nursing</u> | 183 |
| <u>PN to ADN Nursing</u> | 187 |
| <u>Occupational Therapy Assistant</u> | 177 |
| <u>Physical Education</u> | 179 |
| <u>Philosophy</u> | 182 |

| | |
|--|-----|
| <u>Political Science</u> | 182 |
| <u>Pharmacy Technician</u> | 182 |
| <u>Physical Science</u> | 185 |
| <u>Psychology</u> | 186 |
| <u>Religion</u> | 187 |
| <u>Social Science</u> | 189 |
| <u>Speech</u> | 190 |
| <u>Theatre</u> | 190 |
| <u>Student Handbook</u> | 191 |
| <u>Student Code of Conduct</u> | 192 |
| <u>Emergency Evacuation Procedures</u> | 201 |
| <u>Rights & Regulations</u> | 201 |
| <u>Board of Trustees</u> | 210 |
| <u>NCMC Emeriti</u> | 210 |
| <u>Administration</u> | 211 |
| <u>Full-Time Faculty</u> | 211 |
| <u>Management & Professional Staff</u> | 213 |
| <u>Classified Staff</u> | 215 |

Contacts

To reach one of the following offices or people, call (660)359-3948 and enter the extension listed. Add “@mail.ncmissouri.edu” to e-mail address shown in parentheses.

| Department | Ext. |
|---|--------------|
| Advising– advising@mail.ncmissouri.edu | 1418 |
| Academic Resource Center | 1374 |
| Admissions– admissions@mail.ncmissouri.edu | 1414 |
| Bookstore | 1506 |
| Career Services– careerservices@mail.ncmissouri.edu | 1407 |
| Cashier (payment of fees) | 1501 or 1411 |
| Computer Help Desk– help@mail.ncmissouri.edu | 1214 |
| Financial Aid– financialaid@mail.ncmissouri.edu | 1513 |
| Ketcham Community Center | 1450 |
| Registration– registrar@mail.ncmissouri.edu | 1205 or 1206 |
| Residence Hall Information | 1418 or 1412 |
| Student Support Services | 1356 |
| Testing Services | 1418 or 1407 |
| Employee Name | Ext. |
| Alden, Barbara –Business Office Coordinator (BAlden) | 1503 |
| Alley, Dr. Kristen – Dean of Student Affairs (KAlley) | 1400 |
| Austin, Carmen –Upward Bound Program Coordinator (CAustin) | 1353 |
| Bach, Dr. Damon – History/Government/Sociology Instructor (DBach) | 1315 |
| Barnett, Alan –Chief Information Officer (ABarnett) | 1210 |
| Baughner, Dr. Johannah –Education/Teacher Education Coordinator (JBaughner) | 1349 |
| Bingham, Whitney –Student Accounts Coordinator (WBingham) | 1508 |
| Bird, Sarah –Business Management Instructor (SBird) | 1304 |
| Bonnett, Sarah –Custodial Services Staff (SBonnett) | 1522 |
| Boyle, Gary –Custodial Services Staff (GBoyle) | 1520 |
| Brown, Andrea –TRiO Learning Assistant (ABrown) | 1347 |
| Brown, Linda –Records & Enrollment Director/Registrar (LBrown) | 1205 |
| Buntin, Ashlea –Financial Aid Associate Director (ABuntin) | 1417 |
| Caldarello, Beth –Librarian (BCaldarello) | 1322 |
| Campbell, John –Physical Plant Staff (JCampbell) | 1514 |
| Campbell, Tamara –Senior Database Administrator (TCampbell) | 1219 |
| Carlson, Susanne –ADN Nursing Instructor–Maryville (SCarlson) | 1903 |
| Castanada, Shellee –Library Assistant II (SCastanada) | 1335 |
| Chapman, Hannah –Online Services Administrator | 1215 |
| Claycomb, Kelly –Nurse Educator/Program Coord.-Trenton (KClaycomb) | 1312 |
| Cooksey, Cory –Business Tech/Computer Science & Info Systems Instructor (CCooksey) | 1319 |
| Cooksey, Hilary –Payroll/Accounts Payable Coordinator (HCooksey) | 1512 |
| Copple, Ronda –Accounting Instructor (RCopple) | 1320 |
| Cotton, Missie –Business Technology Instructor (MCotton) | 1323 |
| Cowling, Linda –English Instructor (LCowling) | 1324 |
| Cox, Jordan – Cashier/Financial Aid (JCox) | 1513 |
| Crawford, Beth –PN Nursing Site Coordinator–Bethany (BCrawford) | 1905 |
| Cross, Kristie – Director of Admissions (KCross) | 1401 |
| Cross, Teresa –Development Director (TCross) | 1403 |
| Croy, Jennifer –Mathematics Instructor & Womens Basketball Coach (JCroy) | 1456 |

| | |
|--|------|
| Cunningham, Jamie –Admissions Recruiter (JCunningham) | 1414 |
| Cutsinger, Kristi –Program Coordinator of Health Sciences (KCutsinger) | 1284 |
| Cutsinger, Marcie –TRiO Programs Director (MCutsinger) | 1348 |
| Dennis, Mike –Custodial Services Staff (MDennis) | 1523 |
| Dowell, Stefanie – VP/Vice President of Academic Affairs Assistant (SDowell) | 1301 |
| Esry, Jeremy –Ketcham Community Center Coor. & Asst. Coach (JEsry) | 1450 |
| Flentje, Linda –Student Support Services Program Coordinator (LFlentje) | 1356 |
| Gamet, Nathan – Ketcham Community Center Facilities Manager (NGamet) | 1455 |
| Green, Jack – Agriculture & Natural Resources Instructor | 1314 |
| Grell, Jeffrey – Chemistry Instructor | 1307 |
| Guile, Denise –Bookstore Assistant Manager (DGuile) | 1507 |
| Guthrie, Amy –English Instructor (AGuthrie) | 1317 |
| Hale, Jeff –Custodian Services Supervisor (JHale) | 1510 |
| Harman, Maryellen –History Instructor (MHarman) | 1343 |
| Harris, Kristi –Executive Assistant/Public Relations Director (KHarris) | 1203 |
| Helton, Jason –Director of Corporate and Business Relations (JHelton) | 1278 |
| Hillerman, Donnie –Residential Life Director & Baseball Coach (DHillerman) | 1412 |
| Holder, Lori –MoSTEM Recruiter & Retention Specialist (LHolder) | 1360 |
| Huffman, Brandon – PC Specialist I | 1311 |
| Jumps, Rustin –Agriculture & Natural Resources Instructor (RJumps) | 1336 |
| Klaver, Dr. Lenny – President (LKlaver) | 1200 |
| Key, Tricia -Development Assistant (TKey) | 1415 |
| Leffler, Teddy – Maintenance | |
| Marsh, Cecilia –Bookstore Director (CMarsh) | 1505 |
| McAtee, Brooke – Dean of Nursing and Health Sciences (BMcAtee) | 1310 |
| McCollum, Heather –Upward Bound Academic Advisor (HMccollum) | 1338 |
| Meeker, Kimberly –Financial Aid Director (KMeeker) | 1402 |
| Meservy, Jayne –Library Assistant I (JMeservy) | 1325 |
| Moulin, Marie –Academic Advisor & Records Assistant (MMoulin) | 1404 |
| Nichols, Sue –Online PN to ADN Coordinator (SNichols) | 1361 |
| Noah, Tara –Institutional Research Specialist (TNoah) | 1218 |
| Norris, Jim –Art Instructor (JNorris) | 1345 |
| Norris, Traci – Mathematics Instructor (tnorris) | 1351 |
| Oaks, Joni –Assistant Registrar (JOaks) | 1206 |
| O’Neal, Mike –Custodial Services Staff (MOneal) | 1509 |
| Oram, Dr. Lindsay – Psychology Instructor | 1326 |
| Otto, Tyson –Chief Financial Officer (TOtto) | 1500 |
| Page, Brittany – English Instructor | 1305 |
| Penrod, Eric – Residence Life Coordinator (EPenrod) | 1470 |
| Pester, Megan – Director of Advising and Retention (MPester) | 1405 |
| Peterie, Cindy –Admissions Representative (CPeterie) | 1410 |
| Pittman, Jaime – Nurse Educator – Trenton Campus (JPittman) | 1342 |
| Pool, Annette – Science Instructor (APool) | 1308 |
| Quinn, Margaret Sue –CTE Recruiter & Retention Specialist (MQuinn) | 1359 |
| Reeter, Sarah – TriO Administrative Assistant (SReeter) | 1332 |
| Richman, Steve –Athletic Director, Softball Coach & Phys. Ed. Instr. (SRichman) | 1409 |
| Riley, Aimee –Nursing and Health Sciences Division Secretary-Maryville (ARiley) | 1900 |
| Robinson, Sharalyn –Financial Aid Processor (SRobinson) | 1413 |
| Russell, Stacey –Student Support Services Tutor Coordinator (SRussell) | 1346 |
| Sager, Craig – Marketing Specialist, Men’s Golf Coach | 1416 |

| | |
|--|------|
| Sager, Dennis –Life Science Instructor (DSager) | 1321 |
| Schilling, Lisa - Nurse Educator – Trenton (LSchilling) | 1309 |
| Scott, Stan –Industrial & Energy Systems Technology Instructor (SScott) | 1358 |
| Scroggie, Deanna – Nurse Educator Maryville Program | |
| Shell, Nicole – Student Affairs Coordinator (NShell) | 1418 |
| Sims, Melissa – Accounting Assistant | 1501 |
| Skipper, Korynn –Nurse Educator (KSkipper) | 1328 |
| Stevens, Brent – WDB Equal Opportunity Officer | |
| Stevens, Jenna – Health Sciences Division Secretary (JStevens) | 1316 |
| Stull, Dr. Susan –Life Science Instructor (SStull) | 1303 |
| Suttenfield, Ryan –Sports Info. & Marketing Coordinator/Assistant Coach (RSuttenfield) | 1422 |
| Swink, Sophia – Nurse Educator Maryville Campus | |
| Swint, Lola –Mathematics Instructor (LSwint) | 1337 |
| Totten, Tina –Academic Resource Center Director (TTotten) | 1334 |
| Trump, Whitney –Regional Relationship Specialist (WTrump) | 1318 |
| VanDyke, Bari –Physical Plant Staff (BVandyke) | 1514 |
| Vandel, Jenna –Criminal Justice Instructor (JVandel) | 1327 |
| Weaver, Vicki –Clerk of the Board (VWeaver) | 1502 |
| Weiser, Dr. Sharon –Dean of Extended Campus (SWeiser) | 1300 |
| Welch, Tracy –Mathematics Instructor (TrWelch) | 1340 |
| Westbrook, Vel –Nursing Skills Lab Coordinator (VMcclanahan) | 1306 |
| Wiebers, Tammie –Speech Instructor (TWiebers) | 1339 |
| Williams, Tocarra – TRiO Academic Advisor (TWilliams) | 1347 |
| Williamson, Sarah –Financial Aid Representative (SaWilliamson) | 1402 |
| Woodward, Ryan –Systems Administrator (RWoodward) | 1213 |
| Wyatt, Leslie – Ketcham Community Center Asst. & Asst. Coach (LWyatt) | 1450 |
| Young, Randy –Physical Plant Director (RYoung) | 1504 |

2017-2018 Academic Calendar

Fall Semester 2017

Thursday/Friday, August 17-18
Monday, August 21
Thursday, August 24
Monday, September 4
Friday, September 29
Friday, October 6
Monday, October 9
Wednesday, October 11
Friday, October 20
Friday, November 17
Wednesday-Friday, November 22-24
Friday, December 1
Monday – Thursday, December 4-7
December 22-January 1

College In-Service
Classes Begin
Fall add/drop ends
Labor Day – College Closed
Fall 1st Session Withdrawal Deadline
Fall 1st Session Ends
Fall 2nd Session Begins
Fall 2nd Session Add/Drop Ends
Fall Break – College Closed
Fall withdrawal deadline
Thanksgiving – College closed
Last day of regular classes
Final exams
Holiday Break - College closed

Spring Intersession 2018

Friday, December 8
Tuesday, December 12
Monday, December 18
Thursday, January 4

Classes begin
Intersession add/drop ends
Withdrawal deadline
End of session (finals)

Spring Semester 2018

Friday, January 5
Monday, January 8
Thursday, January 11
Monday, January 15
Monday, February 19
Tuesday, February 20
Friday, February 23
Friday, March 2
Monday, March 5
Wednesday, March 7
Monday-Friday, March 19-23
Friday, March 23
Friday, March 30
Thursday, April 12
Friday, April 13
Friday, April 27
Monday-Thursday, April 30-May 3
Saturday, May 5

College In-Service
Classes begin
Spring add/drop ends
Martin Luther King Day – College Closed
Presidents Day - College Closed
College In-Service, - No day classes
Spring 1st Session Withdrawal Deadline
Spring 1st Session Ends
Spring 2nd Session Begins
Spring 2nd Session Add/Drop Ends
Spring Break
Spring Holiday - College Closed
College Holiday – College Closed
Spring withdrawal deadline
Spring Holiday – College Closed
Last day of regular classes
Final Exams
Commencement

Summer Intersession 2018

Friday, May 4
Tuesday, May 8
Monday, May 14
Monday, May 28
Friday, June 1

Classes begin
Intersession add/drop ends
Intersession withdrawal deadline
Memorial Day - College closed
End of session (finals)

Summer Session 2018

Monday, June 4
Wednesday, June 6
Friday, June 22
Friday, June 29
Monday, July 2
Wednesday, July 4
Thursday, July 5
Friday, July 20
Friday, July 27

Classes begin
Full/Session I Summer add/drop ends
Session I withdrawal deadline
End of first term (finals session I)
Beginning of Session II
July 4th Holiday – College Closed
Session II Summer add/drop ends
Full summer and session II withdrawal deadline
End of summer sessions (finals)

North Central Missouri College

Final Exam Schedule

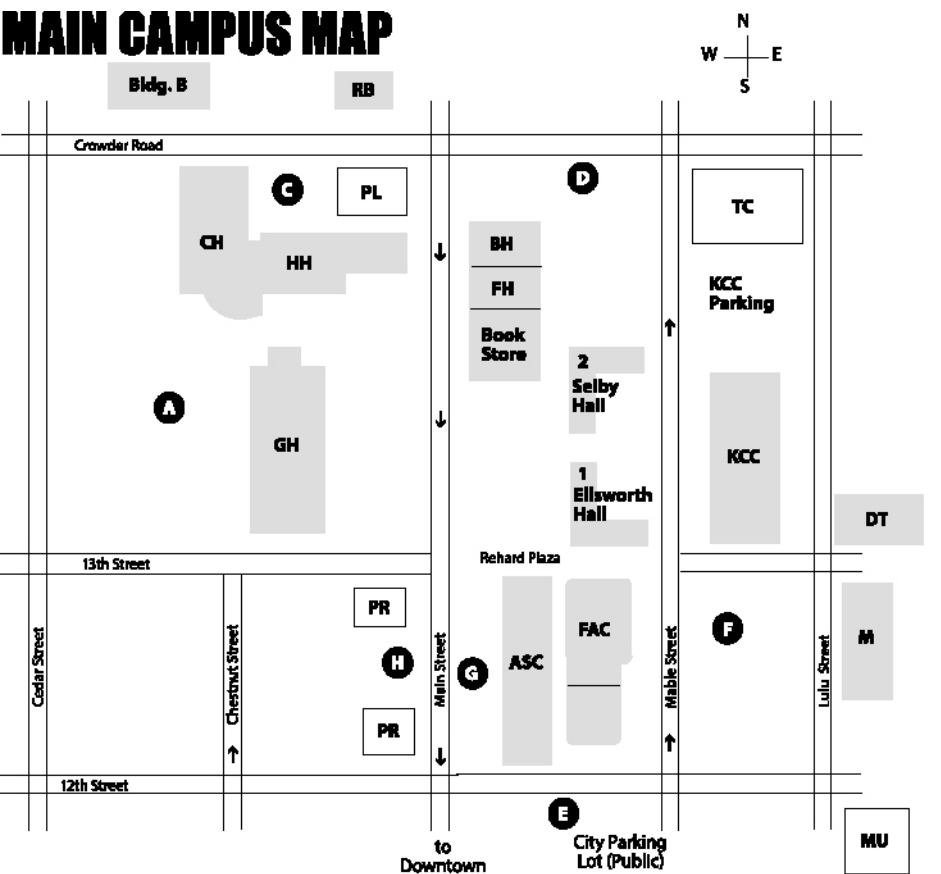
| If your class normally meets on: | at: | then your final is: |
|---|------------|--------------------------------|
| MWF | 9:05 am | Monday 9:05 am to 11:05 am |
| MWF | 11:15 am | Monday 11:15 am to 1:15 pm |
| MWF | 1:25 pm | Monday 1:25 pm to 3:25 pm |
| | | |
| TR | 8:00 am | Tuesday 8:00 am to 10:00 am |
| TR | 11:00 am | Tuesday 11:00 am to 1:00 pm |
| TR | 2:00 pm | Tuesday 2:00 pm to 4:00 pm |
| | | |
| MWF | 8:00 am | Wednesday 8:00 am to 10:00 am |
| MWF | 10:10 am | Wednesday 10:10 am to 12:10 pm |
| MWF | 12:20 pm | Wednesday 12:20 pm to 2:20 pm |
| MWF | 2:30 pm | Wednesday 2:30 pm to 4:30 pm |
| | | |
| TR | 9:30 am | Thursday 9:30 am to 11:30 am |
| TR | 12:30 pm | Thursday 12:30 pm to 2:30 pm |
| | | |

*All night classes will meet during their designated time slot for final week.

Finals:

If an emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the missed exam. This Finals policy does NOT apply to online courses.

MAIN CAMPUS MAP



Map Legend

ASC Alexander Student Center
BH Barnes Hall (SSS)
Bld. B Building B-Art Building
CH Dr. Albert & Vera Cross Hall
DT Derry Training Facility
FAC Frey Administrative Center & Dorris Rider Art Gallery

FH Freeman Hall (ARC)
GH Geyer Hall
HH Hoffman Hall
KCC Ketchum Community Center

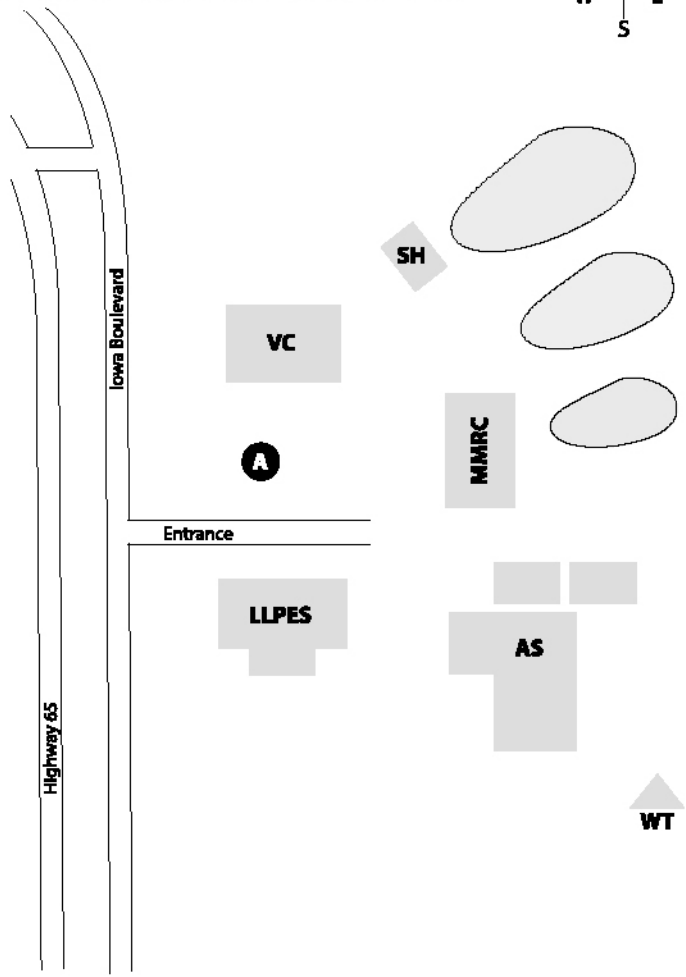
M Maintenance/General Delivery
RB Ritze Building
TC Sugg Tennis Courts
1 Ellsworth Residence Hall (Men)
2 Selby Residence Hall (Women) & Cafeteria

Non-NCMC Buildings
MU Grundy County Museum
PL Grundy County Public Library & Hoover Community Theatre
PR Private Residence/Business
↑ ↓ One-Way Streets

A - H Designated College Parking

Main Campus Map

BARTON FARM CAMPUS MAP



Map Legend

- AS** Kuttler Animal Science Facility
- LLPES** Lager Laboratory of Plant & Energy Science
- MMRC** Metcalf Mechanical Resource Center
- SH** Future Shelter House
- VC** Future Visitors Center
- WT** Wind Turbine



Barton Farm Campus Map



A Letter of Welcome

Welcome to North Central Missouri College! The outstanding reputation this college, affectionately known by its acronym of NCMC, has developed over the years has been and remains centered on providing excellence in academics.

Whether associate degree transfer programs or applied associates degrees, NCMC offers a value proposition where affordability and quality of education merge to provide a first class total educational experience. In addition, our strong sense of engagement with community, outreach, partnerships, workforce and economic development, as well as adherence to a mission of serving our multiple constituencies makes NCMC a hub of activity in the region.

Why, one might ask, has this prowess come about? Well, it was sewn into the fabric of the institution upon its founding in 1925, nurtured by an investment in high-quality teaching, supplemented by an emphasis on practical applications in learning, enhanced by continually keeping pace with technological advances, and held together by the most wonderful group of faculty, staff, and students, a college and community could wish for as their own.

North Central Missouri College faculty are exceptionally focused on teaching and personal attention to learning. Small class sizes and multiple options in scheduling serve a variety of needs ranging from dual enrollment students to traditional students to adult learners and beyond to senior members of the community and region taking classes. From the newly renovated Geyer Hall to Cross Hall and the Barton Campus (agriculture), classrooms and laboratories are modern, equipped with the latest technology, and are aesthetically pleasing sites to create vibrant learning environments.

Numerous partnerships with business and industry provide applied and expanded learning opportunities geared toward career entry and advancement. NCMC offers training programs aligned with career transitions and opportunities for developing expertise as technology and times change. The increasingly diverse population of learners in the region has created a need for expansion both geographically and through on-line delivery. In addition to the main campus and Barton Farm Campus in Trenton, NCMC also offers classes in Maryville, Chillicothe, and Bethany. Furthermore, the variety of courses and programs delivered online have expanded considerably. We are accessible at the most immediate proximity no matter if you live up the street or half-way around the world!

Come and visit our campus. The campus beautification initiatives that began under my predecessor, Dr. Neil Nuttall, have added much to this pleasant campus. The Ketcham Center, a state of the art fitness and recreation facility, home to men's and women's Pirate basketball as well as the notorious 50-team Holiday Hoops tournament, is a wonderful part of our campus and community. Most of all, come to meet the people of NCMC. We are serious but friendly and even witty at times. NCMC is the place to be – we hope you will decide to join us!

A handwritten signature in blue ink that reads "Larry R. Isaac". The signature is fluid and cursive, with a large initial "L" and "I".

This Is NCMC

Where is it you want to go in life? Is your goal to become an accountant, nurse, livestock operations manager, teacher, physical therapist, office manager, lawyer, reporter, doctor, secretary, corrections officer, engineer, pharmacist or business owner? If so, North Central Missouri College is the place to start for these and other careers.

From NCMC, you can go anywhere! Our alumni have been successful in these professions and many more. For some careers, you will be able to obtain your general education courses at NCMC then continue your education at another college or university. In other cases, you'll find NCMC's career programs give you the skills needed to get a good job.

If you're not sure where you're headed, at NCMC you can afford to explore the possibilities. We'll help you develop the skills and knowledge necessary to live, work and contribute meaningfully in a changing world.

NCMC Has Many Advantages

North Central Missouri College was the right choice for me! More than 2,000 students make that statement each year. Why? Because NCMC offers many advantages, such as:

- Excellent faculty—classes are taught by professionals with masters and doctorate degrees, not graduate teaching assistants as with many universities.
- Small classes—average size is 18 students.
- Low cost tuition—the average student saves \$20,000 by choosing a community college to begin their education.
- A variety of educational programs—nearly 30 options.
- Financial assistance—an array of financial aid programs, scholarships, grants and work-study options.
- Professional support staff—here to help you with academic advising, career counseling, tutoring and course assistance, testing, and exciting student activities.
- Growing campus—residence halls, community center, health and life sciences building, science/technology building, farm campus, beautiful central green, student center, success center, art gallery, plus Internet and computer labs. The Barton Farm Campus was completed in 2011 and the Dr. Albert and Vera Cross Hall opened in 2009. A major renovation project was completed in Geyer Hall in the fall of 2016. As the only community college located in north central Missouri, NCMC offers convenient access.
- Missouri A+ Schools Program—all NCMC programs qualify for A+ funding.

University Transfer Programs

Are you on the road to a four-year degree or do you hope to enter a professional program such as law, engineering, medicine or teaching? If so, North Central Missouri College offers the basic knowledge and academic skills needed to succeed through our Associate in Arts and Associate in Arts in Teaching degrees.

The university transfer program at NCMC meets a wide variety of individual needs.

Popular options include but are not limited to the following:

Agriculture & Natural Resources

Art

Biology

Business

Chemistry

Computer Science

Criminal Justice

Education

English

Forestry

Health Occupations

Journalism

Mass Media

Mathematics

Parks, Recreation & Tourism Administration

Physical Education

Political Science

Pre-Engineering

Pre-Law

Pre-Medical

Pre-Veterinary

Psychology

Social Work

Speech

Theatre

Wildlife & Conservation Mgmt.

Career & Technical Programs

Getting started in today's job market can be tough. Let NCMC give you a competitive edge. Our one- and two-year career programs are designed to help you build the right skills needed to start work quickly. We'll help you get on-the-job experience, which is just what employers want. Ask our graduates. They are succeeding in their careers with AAS degrees and/or certificates.

Agriculture & Natural Resources

Crop Production

Equine Management

Applied Technology

Business & Technology

Business Essentials

Marketing Management

Early Childhood Development

Computer Science & Information Systems

Criminal Justice

Criminal Justice Certificate

Medical Assistant

Practical Nursing (PN)

Associate Degree Nursing (PN to ADN)

Pharmacy Technician

Pharmacy Technician Certificate

Industrial & Energy Systems Technology

Industrial Maintenance Skills

Industrial & Energy Systems – Industrial Maintenance

Manufacturing Skills

NCMC partners with area institutions to provide the following programs:

Dental Hygiene

Diagnostic Medical Sonography

EMT-Paramedic

Occupational Therapy Assistant

Physical Therapy Assistant (degree awarded by State Technical College)

Radiological Technology

Surgical Technology

Statement of Mission and Vision

Mission

North Central Missouri College (NCMC) provides accessible, affordable, and quality educational programs, with emphases on excellence in teaching, learning, workforce development, and service.

Vision

North Central Missouri College aspires to become an exemplary comprehensive community college serving rural and small communities in its service region and beyond.

Statement of Ethics

As representatives of North Central Missouri College, we share the responsibility to conduct ourselves with integrity and to act in a fair, consistent, and equitable manner. We value the potential of individuals, care about their success and recognize the need for openness and reliability in what we say and do. We are committed to addressing issues in a forthright and professional manner and to separating people from issues as we engage people in problem solving without prejudice.

As representatives of North Central Missouri College, we are committed to personal and academic excellence in all that we do and adhere to the principles of ethical behavior established in this statement. The conduct of each member of North Central Missouri College is expected to be consistent and comply with the principles contained in this statement and with the Board of Trustees Manual. We expect each employee to model responsibility and integrity within the college community and will never tolerate demeaning or endangering behaviors. All members of North Central Missouri College are expected to engage in the following:

- Practice personal and academic integrity;
- Respect the dignity of all persons;
- Respect the right and property of others;
- Discourage bigotry, learn from diverse differences in people, ideas, and opinions;
- Demonstrate concern for others, their feelings and their need for conditions which support their work and development;
- Refrain from and discourage behaviors which threaten the freedom and respect that all NCMC community members deserve;
- Accommodate students regardless of socioeconomic circumstances

NCMC History

North Central Missouri College is located in a community that has long valued the benefits of higher education. College opportunities have been a tradition in Grundy County for more than 130 years.

Grand River College, organized in 1850, was the first school west of the Mississippi to open its doors to women. The second institution, Trenton College, opened in 1867 followed by Avalon College, which came to Trenton in 1890. Ruskin College, organized by Walter Vrooman (from England), became the center of a socialistic educational experiment. These early institutions are now defunct.

North Central Missouri College, formerly Trenton Junior College, was founded in 1925 and is the second oldest publicly-supported community college in Missouri. In

the beginning, it was located on the top floor of Trenton High School in a building located on East Ninth Street in Trenton. The College shared facilities, administration and staff with the high school until the facility became overcrowded. In 1967, the College moved to its present location in the former Central School Building on Main Street. The campus has grown since then to include nine buildings used as instructional facilities, community center, student center, career center, art gallery, two residence halls and a technology center. In 2007, land was officially given to the College to establish a second campus with an emphasis in Agriculture and Natural Resources.

Trenton Junior College officially became an independent entity by action of the voters at a municipal election in April 1986; in July 1988, the College's name was changed to North Central Missouri College.

North Central Missouri College continues to exemplify the values of higher education traditionally important to the citizens of north central Missouri.

Accreditation & Memberships

North Central Missouri College is accredited as an institution of higher education by the Missouri Department of Higher Education and The Higher Learning Commission, The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60602- 2504, 314-263-2504, www.ncahlc.org.

Also, specific programs within the College carry accreditation and/or approval from the Missouri Association of College Teachers of Education, Missouri Bureau of Emergency Medical Services, and the Missouri State Board of Nursing. This recognition and accreditation assures students that work satisfactorily completed at NCMC will be recognized at full value by other colleges, universities and professional schools.

Institutional memberships are maintained in several organizations, including American Association of Community Colleges, Association of Community College Trustees, Chambers of Commerce, Missouri Community College Association, and the National Junior College Athletic Association.

Individuals within the College also maintain memberships with professional and collegiate organizations such as: American College Personnel Association, American Mathematical Association of Two-Year Colleges, Association of Career & Technical Education, Mathematical Association of America, Missouri Association of Collegiate Registrars and Admissions Officers, Missouri Association of College Teachers of Education, Missouri College Personnel Association, Missouri League of Nursing, Missouri Mathematical Association of Two-Year Colleges, Missouri Press Association, National Association of College Teachers of Education, National Association of Student Financial Aid Administrators, National Association of Student Personnel Administrators, National Council for Resource Development, National Council of Teachers of English, National Council of Teachers of Mathematics, and others.

Governance

North Central Missouri College is governed by a six-member Board of Trustees. The trustees are elected by patrons of the College district and serve a six-year term without pay. They are charged with the primary responsibilities of setting College policy and

the selection of a President to administer those policies. NCMC operates under the general supervision of the Missouri Department of Higher Education.

NCMC is located in the heart of the Midwest. The NCMC campus is located in downtown Trenton, Missouri. Campus facilities have more than doubled in recent years to include nine structures for instruction, a student center, two residence halls, an art gallery, a community center and gymnasium. Most recently, the Barton Farm Campus opened creating a second campus for the college and includes three classroom buildings and grounds for development. In 2016, the College completed a major renovation of Geyer Hall, the flagship building that began North Central Missouri College.

The Willis Alexander Student Center (ASC), is a one-stop center for most student-related services. The upper level contains the Students Affairs Division including offices for the Dean of Student Affairs, Admissions, Advising, Testing, Accessibility Services, Financial Aid and Registrar.

The lower level contains offices for NCMC Student Housing. It also has a large conference room, smaller meeting rooms.

The Elizabeth & Arthur Barton Farm Campus is located southeast of Trenton at 96 Southeast 8th Avenue. The campus includes three classroom buildings: the Lager Laboratory of Plant & Energy Science, the Metcalf Mechanical Resource Center and the Kuttler Animal Science complex. The farm campus encompasses 138 acres of farm ground given to the College by the Barton family. A wind turbine, two acre pond and numerous test plots are located on the farm campus to support learning.

Dr. Albert & Vera Cross Hall (CH) was dedicated in 2009 and is located on the northwest corner of the campus. It is home to the Allied Health and Life Sciences Department with classrooms and faculty offices. In addition, the Senator Christopher S. Bond Sciences Lab, a state-of-the-art simulation lab, is available for students. The lab gives students a hands-on clinical experience with high-tech mannequins that simulate conditions students will experience in a “real world” setting. Additional classrooms are also located in the building. Cross Hall Coffee Shop, a common hang-out location for students, is also open to the entire campus and local community.

Russ Derry Training Facility for Baseball & Softball is an indoor hitting/training facility for the baseball and softball programs.

Building B is the home to the College’s art department. The land was given to the College by Marilyn Witten Whisler and Katherine Witten Parker in memory of their mother, Mary Louise Witten.

Ellsworth Hall (EH), a residence hall for men, opened its doors in 1994. It is named in honor of Dr. and Mrs. Willard Ellsworth. Each room has its own heating/air conditioning unit, a sink, cable TV, Wi-Fi and standard internet. Ellsworth Hall also includes a large lounge area for students, a laundry area, computer lab, mailboxes and easy access to parking.

The Everett & Hazel Frey Administrative Center (FAC) includes offices for the College President, Development/Foundation and Marketing, Public Relations, the College Business Office, Human Resources and Information Technology, as well as the Dorris Rider Art Gallery.

E.D. Geyer Hall (GH) is the anchor building on the downtown campus and received a comprehensive renovation in 2016. Geyer Hall houses administrative and faculty offices, as well as classrooms, the college library and the Learning Commons. The O.G.

Sanford Clock Tower located above the front entrance and named in honor of the College's first president, as well as the ship's anchor located outside Geyer Hall are campus landmarks. An elevator is located at the north entrance of the building. The Bert and Rose Hoover Memorial Quadrangle is a beautifully landscaped central green with sitting walls and walkways making Geyer Hall a natural stage for various college and community events. Outdoor arts programs, student activities and special events are often held on the quadrangle. The red stone circle in the center is named Henderson Circle in honor of Leonard "Butch" Henderson.

Hoffman Hall (HH), named in honor of Alice May Hoffman and Jeanette Hoffman Robison, houses classrooms, computer and science labs, and faculty offices. A recent expansion doubled the size of the building and now includes access to Cross Hall and a campus commons area.

The Lloyd & Margaret Ketcham Community Center (KCC), completed in the spring of 1998, includes a gymnasium, cardio room, exercise equipment, walking track, meeting rooms, locker rooms, training room and coaches' offices. The facility provides for NCMC athletic programs, physical education classes, and community activities and events. The building includes the Harry Sugg Conference Room and the Jeanette Hoffman Robison Auditorium.

NCMC Bookstore, located at 1314 Main Street, offers textbooks, classroom supplies, college apparel, health care uniforms and general merchandise for students and the public.

Maintenance Building houses the NCMC Physical Plant Office and workshop areas. This building is also the site for all general deliveries for the College.

The Layson Building houses the Workforce Investment Board (WIB) and Adult Education & Literacy (AEL) administrative offices and is located south of campus in the downtown district.

The Thomas & Edna Rehard Plaza, located between Ellsworth Hall and the Alexander Student Center, is highlighted by a brick-red concrete walkway. The local Shakespearean Circle has developed a Shakespeare garden and each spring it features flowers and plants featured in Shakespearean literature. A metal arbor was erected in honor of Virginia Holmes and Maurine Embry and adds beauty to the scenic green space. In front of the Plaza sits a large rock marking a time capsule from 2000.

The Dr. T. E. Ritze Building, located on Crowder Road and directly north of Hoffman and Cross Halls, houses the Office of Corporate and Business Relations.

Selby Hall, a residence hall for women, was completed in 1997. It is named in honor of Dr. James and Betty Selby. Selby Hall has a comfortable lobby/TV room, large study lounge and a computer room for student use. A full-service dining hall is located on the lower level and provides food service for all college students, as well as staff and the public.

Getting Started

The faculty and staff at North Central Missouri College care about student success! We want to help you achieve your goals in all areas of your life which is why you'll find people and services that can help you both in and out of the classroom.

The Student Affairs Division, located in the Alexander Student Center, is here to offer information and assist as you complete your degree, certificate, and/or seek further personal and professional development. Admissions, Advising, Accessibility Services,

Financial Aid, Registrar, Career Services and a host of other student affairs are all located in the Alexander Student Center. Just stop by the information desk to schedule an appointment or pick-up current information.

The Student Planner, college catalog, student email, and announcements posted to the student portal provide you with current information about upcoming activities, events, and financial and registration deadlines.

Admission

North Central Missouri College is part of Missouri's community college system, which contributes to educating approximately half of all Missouri college students. Persons enrolling for college credit must have a high school diploma, GED, or home school certificate or be currently enrolled in high school.

Some programs, such as nursing, have specific program entrance requirements that must be met before admission into the program will be granted. Admission to the College does not ensure admission to a specific program or course.

North Central Missouri College, in compliance with participation in federal programs, refrains from aggressive marketing and inducements and refrains from aggressively marketing to students or using inducements to encourage students to enroll. This policy applies to all students, including military students.

How to Apply for Admission

The Admissions Office welcomes prospective students, parents, other family members and friends to visit our campus. To schedule an individual or group tour, contact the Admissions Office by calling 660-359-3948, ext. 1414, or by sending an e-mail to Admissions@mail.ncmissouri.edu.

First-time Freshman - First-time college students must complete and submit a North Central Missouri College application for admission online or by paper form. Students must also submit a transcript from an accredited or state-recognized high school, GED certificate, or certificate of completion and transcript from a homeschool program. In addition, students must submit transcripts from all prior institutions including where dual credit or dual enrollment credit may have been earned. A \$20 application fee is required.

** High school transcripts may be mailed or emailed from the registrar or high school counselor's office directly to the NCMC admissions office. The high school transcript must contain a signature in order to be considered official. To verify A+, the transcript must also include the A+ stamp. All transcripts from higher education institutions must be mailed or submitted through an official electronic service (no emailed copies will be accepted from higher education institutions). Faxed copies will NOT be accepted from either high schools or higher education institutions.*

Transfer Student- Transfer students are those with any post-high college credit. Students must complete and submit a North Central Missouri College application for admission online or by paper form. Students must also submit an official transcript from their high school and all prior institutions; however, if an associate's or bachelor's degree

has been earned, the high school transcript requirement is waived. A \$20 application fee is required.

Returning Student- Returning students are those who have previously attended North Central Missouri College (not including dual credit). If the student has attended other institutions, official transcripts from each institution will be required. If the student has been absent from NCMC for LESS THAN five years (and has not graduated from NCMC) they must submit a student information update form to the Registrar's office and provide any updated college transcripts prior to re-enrollment. For those who have not attended NCMC within the past five years or who have graduated from a certificate or degree program at NCMC, a re-admittance application will be required in addition to any updated college transcripts. No application fee is required.

Former/Current NCMC Dual Credit Student- Former NCMC dual credit students may complete the Previous NCMC Dual Credit Student Application to avoid paying the admission fee. A final, official high school transcript must be submitted. No application fee is required. If college credit has been earned at other institutions, students must submit an official transcript from each institution.

** High school transcripts may be mailed or emailed from the registrar or high school counselor's office directly to the NCMC admissions office. The high school transcript must contain a signature in order to be considered official. To verify A+, the transcript must also include the A+ stamp. All transcripts from higher education institutions must be mailed or submitted through an official electronic service (no emailed copies will be accepted from higher education institutions). Faxed copies will NOT be accepted from either high schools or higher education institutions.*

Visiting Student- A visiting student is one who is also attending another accredited college or university. In order to be eligible, students must provide an official transcript from their current institution. *Please note: If courses needed to meet a prerequisite requirement were taken at an institution other than the current institution, the student will also need to provide an official transcript from that institution.* (High school transcripts are not required.) Transcripts will be evaluated for prerequisite purposes only. The visiting student is responsible for making certain that a course taken at NCMC is not a repeat of a course previously completed at another institution. If required to meet a prerequisite, official placement scores (i.e. ACT, Accuplacer) from within the past three years will also be required. These students must complete the application for admission online or by paper form. A \$20 application fee is applicable. *Financial Aid/A+ scholarship students: Please follow the transfer student guidelines. Please note: Non degree-seeking students are ineligible to receive the A+ Scholarship, Title IV Federal Aid, Missouri State Aid, and may be ineligible for other types of financial aid.*

**If a visiting student becomes a degree-seeking student with NCMC in the future, they will be required to follow the transfer student guidelines*

International Student- An international student is one who is lawfully present, but not a United States citizen or permanent resident. An international student must submit both an application for admission and a copy of their passport. The student must also provide high school and college transcripts, translated in to English. An official evaluation of college transcripts from a U.S. accredited, foreign transcript evaluation service must be submitted by the student before credit will be considered for transfer to NCMC. One such service is World Education Services (WES). If the student's official national language is not English, they will also need to provide a TOEFL score. A letter of financial support and a bank statement will also be necessary prior to an I-20 being issued. No application fee is required.

**Students with a permanent resident card (green card) are not considered international students and will need to follow domestic guidelines. Please see first-time freshman/transfer/or visiting student policies.*

Continuing Education Student- A continuing education student is one who is taking classes for personal and/or professional development. These students are non-degree seeking and are not eligible for financial aid. If required to meet a prerequisite, official placement scores (i.e. ACT, Accuplacer) from within the past three years, as well as official transcripts will be required. Continuing education students must complete the NCMC application for admission. A \$20 application fee is required. *Please note: Non degree-seeking students are ineligible to receive the A+ Scholarship, Title IV Federal Aid, Missouri State Aid, and may be ineligible for other types of financial aid.*

Provide NCMC with a copy of your ACT, SAT, or Accuplacer placement test scores prior to enrollment. Placement scores used for placement in coursework and help advisors to assist students in making career and educational plans.

Visit www.registerblast.com/ncmcoar/activity to register for placement tests administered at NCMC.

Special Admissions Conditions

Current high school students: Students who are still in high school may enroll in classes. Classes taken during the school day as dual credit must be approved by the student's high school. Contact the Dual Credit Coordinator for specific requirements to enter as a dual credit student or refer to the Dual Credit section in the Catalog.

Dual Credit – Students simultaneously receive high school and college credit in these classes. Dual credit must be approved by the student's high school. Contact the Dual Credit Coordinator for specific requirements to enter as a dual credit student or refer to the Dual Credit section in the Catalog.

Dual enrollment – Students are enrolled, separately, in high school and in college. Students taking college credit are considered college students, with the same rights and responsibilities, and receive college credit only for these courses.

Students who have been suspended: Students who have been suspended from

another college must submit an appeal to the Dean of Student Affairs for consideration before enrollment.

Individuals under the age of 18 requesting admission to North Central Missouri College must receive prior approval from the Vice President of Academic Affairs (this policy excludes dual credit students). Each case will be considered on an individual basis.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines the applicant is a threat or potential danger to the college community or if such refusal is considered to be in the best interest of the College. Students whose admission is revoked after enrollment must be given due process.

International Student Admissions

International students who wish to enroll must submit the following:

1. Completed NCMC International Student Application.
2. Official transcripts of all high school (or equivalent), college and/or university studies. Transcripts must be translated in English. NCMC may require post-secondary transcripts to be sent to an organization that provides evaluations of foreign educational credentials, at the expense of the prospective student. Information, including costs for this service, is available from the NCMC Admissions Office.
3. Test of English as a Foreign Language (TOEFL) scores for students whose native language is other than English. A minimum score of 500 (paper version), 173 (computer-based test) or 61 (Internet based) is required. Limited entrance into coursework for those students not meeting the minimum required TOEFL may be granted if the student is enrolled in an ESL program.
4. American College Test (ACT) or SAT results. If the ACT or SAT has not been taken, students will be required to take the Accuplacer test and any other NCMC placement tests as needed.
5. Proof of financial support for one year in the form of an authorized bank statement that is no more than six months old. U.S. Federal Regulations requires students to prove the financial ability to cover the cost of a full year of education and living expenses in the U.S.

*Financial support includes documentation proving sufficient resources, in the form of US dollars, are available for the following:

- Cost of transportation to and from North Central Missouri College
 - All expenses for one full year of study
 - Return transportation to the home country
 - Financial support for any dependents that may accompany them, if applicable
 - Expectation of financial support for the remaining years of their program. This may be demonstrated through a notarized Affidavit of Support and appropriate notarized bank statements.
6. Copy of valid passport.

7. Proof of required health insurance with coverage for the entire period the student will be attending North Central Missouri College. Coverage must be through a provider approved by NCMC.

F-1 students may work less than 20 hours per week on campus or work off campus with permission from the U.S. government. International students may work on campus up to 19 hours per week. International students may not work off campus unless approved by the US Federal Government. Unauthorized off campus work can jeopardize a student's ability to remain in the US on an F-1 visa. Permission to work on campus will not be granted during the first academic year. On-campus employment opportunities for F-1 students are extremely limited. International students should not plan on employment in the U.S. as a way to meet the first-year financial obligation.

Classification of Students

NCMC students are classified in a variety of ways for reporting purposes. These classifications are not mutually exclusive and may change as a student's goals change.

Freshman: Completed less than 30 semester credit hours.

Sophomore: Completed 30 or more semester credit hours. Because NCMC is a two-year institution, status beyond the sophomore year is not recognized.

Full-time: Generally, enrolled in at least 12 hours per semester. Students should review the program recommendations in the catalog to determine the specific course sequence recommended for each program.

Part-time Student: Enrolled in less than 12 hours per semester.

Audit Student: Students taking a class without the benefit of a grade or credit, usually don't audit for self-enrichment and academic exploration. Attendance requirements and mandated exam standards do not apply. Intention to audit must be declared prior to the end of the published Add/Drop period for the term and is contingent on space availability and instructor permission.

General Student: Students who have received a high school diploma, have completed a home-school high school program or a General Educational Development (GED) certificate and have enrolled.

Transfer Student: Students who have previously attended other colleges or universities.

Visiting Student: A student enrolled at another college/university taking limited coursework from NCMC, usually for a summer term or one semester only with intentions of returning to the home college

Degree or Certificate Seeking Student: Students who have selected a regular program of study leading to a specific degree or certificate at North Central Missouri College.

Continuing Education Student: Students who are taking courses, usually for personal interest, enrichment, and/or professional development. Students are not taking the class as part of a degree or certificate requirement.

International Student: A non-immigrant, non-domestic student. See the International Student Admissions section for requirements.

Residency

Classification as a resident, for tuition purposes, is determined by Missouri law. The initial classification is made at the time of admission or first-time enrollment.

Students are classified according to the location of their true, fixed and permanent home and place of habitation, or the domicile where they intend to remain and to which they expect to return.

“In-District” students are those whose permanent home is within boundaries of the North Central Missouri College District.

“Missouri Resident” students are those whose permanent home is not within the boundaries of the NCMC District, but is within the State of Missouri.

“Out-of-State” students are those whose permanent home is located outside the State of Missouri.

The determination of residency status is initially made in the Admissions Office. Status may change when a student is known to move from the district. A student may challenge residency status by presenting sufficient proof, as defined by the Missouri Department of Higher Education, to the Registrar's Office before the end of the published add/drop period for the semester in which fees will be affected. Change of residency status is not retroactive and will affect future terms only. A dependent student's residency will remain the same as the custodial parent or guardian. IRS code and definitions will be used to determine dependency.

See the Registrar's Office for complete details on residency qualifications.

Under the Veteran Access, Choice and Affordability Act of 2014, the following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Missouri while attending a school located in Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Missouri while attending a school located in Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title

38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Missouri while attending a school located in Missouri (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Missouri while attending a school located in Missouri (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

Any student who willfully gives wrong or misleading information to avoid paying appropriate tuition and fees is subject to legal and disciplinary action.

Advising

Orientation, Advising & Registration (OAR)

Once accepted to North Central Missouri College, the next step is to make a reservation to attend an Orientation, Advising, and Registration (OAR) session. Visit <https://www.registrarblast.com/nmcmar/actvity> to make your reservation. Advisors will assist students with class choices, registration and give instruction on the use of online services at NCMC. For more information, refer to the Pirate's Code on the website, www.ncmissouri.edu. International students attend a separate international student orientation.

Advising Services

Through advising, students receive help in exploring and developing options for the future. Trained Academic Advisors assist students in realistic self-evaluation, developing life plans and setting career and educational goals prior to initial enrollment at NCMC.

Career planning: Academic Advisors provide individual career exploration opportunities. A variety of tools are available to help students evaluate interests, values and abilities. Career assessment materials are also made available on the MyResources page of the student portal.

Academic advising: We strongly recommend that all students seek academic advising prior to or during their first semester of college. With the help of an advisor, students can clarify educational goals and plan an appropriate program of study which will meet their career objectives. Academic advising helps students understand the full range of programs and services offered by NCMC.

Some anticipated majors, such as engineering, art and music, should be thoroughly discussed with an advisor to gain understanding of the unique conditions regarding these programs at four-year schools.

NCMC cooperates on a one-to-one basis with other institutions to ease the transition

for students. Selected transfer guides, listed by institution, are available on the NCMC website (www.ncmissouri.edu).

Personal counseling: NCMC works with a local agency to provide counseling services to students. Students experiencing a situational problem, immediate crisis or have a longstanding mental health concern are encouraged to contact the Dean of Student Affairs or a staff member for assistance and referral.

Counseling referrals are confidential with the following exceptions:

- when self or other harm is possible
- when a student has given written permission
- when child or vulnerable adult abuse is indicated
- when specifically ordered by a court of law

Testing

Placement testing: All students seeking a degree or certificate or students who plan to take courses with placement score pre-requisites are required to have valid placement scores on file at NCMC. The scores are used by NCMC to determine placement in some general education courses. Placement scores in Math are valid for three years. There is no expiration for placement scores in Reading and English. Test score pre-requisites for individual courses are listed with the course descriptions in this catalog.

To file an appeal regarding your test scores, complete an Appeal Form and return to the Vice President of Academic Affairs or Dean of Nursing and Health Sciences. Forms are available at the Alexander Student Center or by contacting the Student Affairs Coordinator at ext. 1418. The Dean will review the waiver/appeal and respond with written notice or schedule a meeting to further discuss circumstances surrounding the waiver/appeal request. For further processes, please see Appeals process in this catalog.

Exit exam: Students graduating from NCMC with an Associate in Arts, Associate in Arts in Teaching, or Associate in General Studies degree are required to take the ETS Proficiency Profile exit examination before receiving their degree. Students graduating from NCMC with an Associate in Applied Science degree or certificate are required to take the WorkKeys or discipline appropriate exit examination before receiving their degree.

Testing services: Professional personnel in the Testing Center provide students with a variety of services such as the administration and/or interpretation of the following standardized tests and career inventories:

- American College Test (ACT)
- ATI TEAS
- Accuplacer placement test
- ETS Proficiency Profile (EXIT)
- WorkKeys

For more information or to schedule a test, visit www.ncmissouri.edu/testing.

Costs & Financial Aid

A college education is one of the most important investments you will make. North Central Missouri College is committed to providing access to everyone who can benefit from a program of higher education.

The cost of attending NCMC varies depending upon a student's residency, on- or off-campus living arrangements, program of study, lab fees and other services needed. Financial aid is available to those who qualify. The Financial Aid Assistance section that follows defines the types of financial aid available. A student's financial aid package may provide financial support for tuition, housing, books and other educational items. Contact the NCMC Financial Aid Office at 660-359-3948, ext. 1513 or e-mail FinancialAid@mail.ncmissouri.edu for detailed information.

Tuition, Fees, Payments & Refunds

Tuition

Tuition is charged on a credit hour basis, according to the number of credit hours a student is enrolled in per semester. Visit the "Tuition and Cost Calculator" on the NCMC website for information about tuition and fees or request an NCMC Cost Sheet from the Admissions Office (phone 660-359-3948, ext. 1410 or e-mail Admissions@mail.ncmissouri.edu).

The amount of tuition charged depends upon the delivery method and the student's residency status: In-District, Missouri Resident or Out-of-State. Residency guidelines are outlined in the Residency section of this catalog.

Fees

Student development fee is required for all students except dual credit courses taught in the high schools. See a current NCMC Cost Sheet (available online) for specific amount.

An **application fee** is required for new students applying for admission to NCMC. This one-time fee is non-refundable. Dual Credit students, NCMC employees, and returning students are exempt. Applications for admission will not be processed without this fee.

Facilities use fee is required for all students except for dual credit courses taught in the high school. See a current NCMC Cost Sheet (available online) for specific amount.

Laboratory fees are charged for certain courses, especially in the computer, science and vocational areas.

Nursing and clinical fees cover the cost of liability insurance, clinicals, testing and supplies.

Testing fees must be paid prior to the administration of tests. This would include such tests as nursing and placement exams. Registration and payment for testing is completed at www.registerblast.com/ncmc.

A **transcript fee** is charged for all transcripts. Visit the quick link on the NCMC website at www.ncmissouri.edu for current fee amounts.

Payment of Tuition & Fees

Once class registration is complete, students must pay their balance in full or set up a payment plan prior to the payment deadline for the semester. Failure to pay may result in dropped courses.

In addition to cash and checks, the College accepts money orders and major credit cards. Any account past due will incur a late fee. Costs incurred in collection of a delinquent account, including any attorney's fees, court costs and other collection fees, may be added to the balance of the delinquent account. No diplomas will be mailed, copies of transcripts issued, or further enrollments allowed if any financial obligations are outstanding to the College. Statements will be issued from the Student Accounts office.

Pirate Gold Student ID Card

All students are issued a Pirate Gold Student ID card upon enrollment. The Pirate Gold card serves the following purposes:

- ☐ NCMC student ID card
- ☐ Printing/copying
- ☐ Library checkouts
- ☐ Ketcham Community Center access
- ☐ NCMC Bookstore – textbooks charged to Financial Aid
- ☐ Residence halls and meal plan access

There is a \$25 replacement fee for lost cards.

Using Your Cards

Printing/Copying Credit: Students receive a print credit of \$10.00 provided each semester by the IT Services department. This credit, applied to the student's Pirate Gold card, is non-refundable, non-transferable, and does not carry over to the following semester.

Adding Additional Printing Funds: Students may add additional printing funds to their Pirate Gold card once their print credit has been exhausted by visiting their online account at <https://oneweb.ncmissouri.edu/OneWeb>. These printing funds (excluding print credit provided by NCMC) placed on the card that remain unused by the last day of spring semester finals will be applied to the student's billing account. If a balance is due on the account, the remaining printing funds will be used as payment towards that balance. If no balance is due, the remaining printing funds will be refunded to the student using their selected refund preference (direct deposit or paper check by mail).

Report a Lost or Stolen Card: In the event a Pirate Gold card has been lost or stolen, report it immediately to the Business Office at 660-359-3948, ext. 1501. There is a \$25 replacement fee for lost cards.

Refund Options

NCMC knows students depend on their school funds. That is why we offer both EFT/direct deposit and paper check disbursement options for receiving student refunds. Excess funds from scholarships, state programs, and federal Title IV programs will be disbursed to students via direct deposit to an existing bank account, if students choose to provide that information on myCOMPASS. Students who do not wish to provide direct deposit information will be issued a paper check that will be mailed to their current address. The chosen refund option will be valid for the entire period of enrollment at NCMC, including multiple academic years. If a student would like to change their refund preference, they can do so in the profile section of myCOMPASS. All changes must be submitted two business days prior to the publicized refund date. Students can also visit the Financial Aid Refund Information webpage for more information regarding the disbursement of refunds. Please note, any credit balance created by a PLUS Loan that is to be refunded to the borrower will be issued via paper check.

100% Refund: A 100% refund will be made when students officially drop courses during the published Add/Drop period. Add/drop deadlines are available on the NCMC website, in the College Catalog, or by contacting the Registrar's Office. No refunds will be made for student withdrawals after the Add/Drop period.

Medical: In the event a student becomes seriously ill or is critically injured and unable to attend any/all classes, a refund may be given. A written appeal to the Dean of Student Affairs requesting special consideration must be made at the time the student officially withdraws from all classes. Medical documentation is required and a determination is made on a case-by-case basis. Requests received after the semester has ended will not be considered unless the event occurred at the end of the semester and injuries/illness prevented the student from appealing by the deadline.

Military: Students called up for military duty in the United States Armed Forces during a school term must present a copy of their orders for active duty to the Dean of Student Affairs. The student may choose one of the following options:

1. If 80% of the coursework is completed with at least a C grade average, the student may make a request for early completion of the course. With the approval of the instructor and student, a plan would be constructed so that the coursework is completed and a grade received by the student prior to the date to report for active duty.
2. If the criteria for the first option are not met, or if the student chooses, the student may withdraw from the courses not completed and a refund of all fee will be made.
3. If the student wishes to have additional options, or requires special consideration, the student may file an appeal with the Academic Standards Committee. Students should declare their intentions and which option they would like to choose in the same semester in which they are called to active duty.

Financial Aid

North Central Missouri College is committed to an equal educational opportunity for all students. Our staff is available to help you with financial aid counseling, general information, FAFSA procedures and other related issues. If you have questions about financial assistance, call 660-359-3948, ext. 1513, or e-mail FinancialAid@mail.ncmissouri.edu or write to Financial Aid Office, North Central Missouri College, 1301 Main Street, Trenton, MO 64683.

NCMC offers a wide variety of financial assistance including programs funded by federal and state agencies, private organizations and the College itself. Financial assistance is available in the form of scholarships, grants, loans, part-time employment or a combination of these.

Several financial awards are based on financial need; others are based on merit/achievement or have specific requirements.

Institutional Financial Aid Programs

North Central Missouri College provides a variety of scholarships and awards to recognize and assist students with exceptional academic ability and/or talent. Scholarships do not have to be repaid and are competitively awarded based on scholastic achievement, individual accomplishments and/or financial need. Many scholarships are renewable if satisfactory grades are maintained and the student has continuous enrollment. Scholarship criteria are subject to review and change.

Application for NCMC Financial Aid: A comprehensive application form for all NCMC scholarships may be obtained from the NCMC Financial Aid Office, Admissions Office, the College website (www.ncmissouri.edu/scholarship) or requested by mail. The NCMC Scholarship Application must be submitted to the Financial Aid Office or Admissions Office by April 15 to receive consideration for fall semester awards. The scholarship deadline is November 1 for the spring semester. Applicants need to have completed the NCMC admissions process to receive full consideration for the following fall term.

The Scholarship Selection Committee reviews all scholarship applications and determines who will receive a scholarship(s). Most scholarship recipients are notified within the first week of May so they can receive recognition at appropriate high school awards ceremonies. NCMC considers scholarships as awards provided to students and recipient information may be released.

Academic Scholarship

The **Board of Trustees Scholarship** is an academic scholarship open to high school seniors or those who have graduated within the last year. Students completing a home-school high school program are also eligible by meeting the ACT requirement below. This scholarship is determined on a competitive basis with consideration given to high school GPA, ACT score and the NCMC scholarship application. Students must meet the following criteria to be considered:

1. Have a minimum cumulative high school GPA of 3.75 OR have an ACT composite score of 24 or better.
2. Be a first-time entering college student. (College credit earned while in high school does not affect initial eligibility.)
3. Enroll as a full-time student at NCMC.

Scholarship award could be up to \$600 per semester, renewable for three additional semesters with continuous enrollment and a minimum GPA of 3.25. This award can be applied to any educational expense.

Missouri Boys State and Missouri Girls State Scholarships are granted to two high school seniors in each category who have attended Missouri Boys and Girls State. The award is for one year at \$250 per semester.

NCMC Foundation Scholarships

General Scholarship Funds are provided through the generosity of NCMC alumni and supporters of the College. They have been endowed through the NCMC Foundation's Knowledge Scholarship Fund. Scholarship recipients must maintain full-time enrollment status. The award is for up to \$500 per semester and may be renewed for an additional semester with continuous, full-time enrollment and a minimum GPA of 2.5. All full-time students are encouraged to apply for Foundation Scholarships. Second year students may reapply by submitting the NCMC Scholarship Application by the posted deadline. NCMC offers a wide array of scholarships. Please visit the Financial Aid page on the NCMC website for a complete listing of available scholarships and their respective eligibility requirements.

General Scholarships

Athletic Scholarships are available to outstanding athletes in the areas of softball, baseball, basketball, and golf. Recipients are selected on an individual basis by the NCMC Athletic Director and coaches.

Senior Citizen Tuition Waiver: North Central Missouri College encourages lifelong learning and awards full tuition waivers to Missouri senior citizens on a space available basis (RSMo 173.091.1). Any Missouri state resident who is at least 65 years of age may enroll in an available course during the final Add/Drop period for the term and receive a full tuition waiver. Student development fees, facility fees, lab fees and any other associated costs will be paid by the senior citizen. Standard registration policies and procedures apply.

Private Awards

Various individuals, businesses and organizations award scholarships to students attending NCMC as do many area high schools; these are from private funds. For information, students are advised to contact their high school counselor, the NCMC Financial Aid Office or area businesses & organizations.

Federal Financial Aid Programs

Federal student financial aid programs fall under Title IV of the Higher Education Act of 1965, as established by the U.S. Department of Education. The funds covered in the program are referred to as Title IV funds and include:

- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Parent (PLUS) Loans
- Federal Family Education Loan (FFEL)
- Federal Perkins Loan

- Academic Competitiveness Grant (ACG)
- National SMART Grant
- Federal Work-Study (FWS)

FAFSA, or the Free Application for Federal Student Aid, must be completed to determine eligibility for federal financial aid. Students should file a FAFSA before February 1 for optimal federal and state aid. NCMC Financial Aid Priority Deadline is July 1 for fall semester, November 1 for spring semester and April 1 for summer schedule. This deadline must be met to avoid having your courses dropped from your schedule due to non-payment, as well as timely refunds.

Grants

A grant is a form of financial aid that does not have to be repaid. The **Federal Pell Grant** is awarded to help undergraduates pay for their education. For many students, Federal Pell Grants provide a “foundation” of financial aid, to which aid from other federal and non-federal sources may be added. The U.S. Department of Education provides funds to each participating college to pay all eligible students. Eligibility and award amount for the Federal Pell Grant Program is determined by a formula passed into law by Congress and dependent upon the Expected Family Contribution (EFC), cost of attendance, and enrollment status.

Federal Supplemental Educational Opportunity Grant (SEOG) is also “federal gift aid” awarded by the College to undergraduate students for college-related expenses. The amount awarded through this grant depends upon available funding, EFC and need.

Policy for Return of Title IV Funds

Students who have been paid Title IV funds are required to earn these funds by attending classes through at least 60% of the period of enrollment. Students who fail to meet this guideline will be required to repay all or a portion of their Title IV financial aid.

This policy applies to students who withdraw from or stop attending all classes. For more information or to view the full policy, please visit www.ncmissouri.edu.

State Financial Aid Programs

The Missouri **A+ Scholarship Program** currently covers the cost of eligible tuition and general fees at North Central Missouri College (NCMC). Students must graduate from an A+ designated high school and meet certain criteria to qualify.

To receive the award, initial students must:

- Enroll and attend full-time (12 credit hours) each fall and spring term (6 credit hours each summer term).
- Be seeking a degree or certificate at NCMC.
- Not be pursuing a degree or certificate in theology or divinity.
- Not have a criminal record preventing receipt of Title IV student financial aid.
- Make a good faith effort to secure all available federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov.
 - Any Pell Grant funds and Supplemental Educational Opportunity Grant (SEOG) must first be applied to the cost of tuition and fees.

- Achieve at least a 2.0 cumulative grade point average (CGPA) on a 4.0 scale at the end of the fall semester and otherwise maintain satisfactory academic progress as defined by NCMC.
- Complete 12 semester credit hours (6 credit hours during the summer term) each term in which you receive an A+ award in order to maintain eligibility for the next term.

To renew the award, students must:

- Continue to meet the eligibility requirements for initial students, except for the 2.0 CGPA fall term requirement.
- Maintain a 2.5 CGPA on a 4.0 scale and otherwise maintain satisfactory academic progress as defined by NCMC.
- Make a good faith effort to secure all available federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov.
 - Any Pell Grant funds and Supplemental Educational Opportunity Grant (SEOG) must first be applied to the cost of tuition and fees.
- Complete 12 semester credit hours (6 credit hours during the summer term) each term in which you receive an A+ award in order to maintain eligibility for the next term.

For current information and additional A+ guidelines, please see the [Department of Elementary & Secondary Education \(DESE\)](#), [Missouri Department of Higher Education \(MDHE\)](#), and [NCMC A+ website](#).

The **Access Missouri Student Financial Assistance Program** is a need-based program designed to provide students with a simplified financial aid process, provide predictable, portable awards, and increase access to a student's school of choice. Eligibility is determined by the student's expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA).

To be eligible you must:

- Have a FAFSA on file by February 1.
- Have any FAFSA corrections made by July 31 (school choices may be added until September 30).
- Be a U.S. citizen or permanent resident and a Missouri resident.
- Be enrolled full-time at a participating Missouri school. (Students with disabilities may be considered full-time when enrolled in at least six credit hours.)
- Have an EFC of \$12,000 or less.
- Not be pursuing a degree or certificate in theology or divinity.
- Not have received your first bachelor's degree, completed the required hours for a bachelor's degree, or completed 150 semester credit hours.

To renew the award:

- Continue to meet the eligibility requirements list above.
- Maintain a minimum cumulative grade point average (CGPA) of 2.5 and otherwise maintain satisfactory academic progress as defined by your school. If

this is the first academic year in which you have received an Access Missouri payment, this requirement does not apply.

- Not have received an Access Missouri award for a maximum of five semesters at a 2-year school or 10 semesters at any combination of 2-year or 4-year schools, whichever occurs first.

Award amounts are based on the type of school you are attending when you receive the award. If you transfer to a different school, your award amount may change based on the type of school to which you transfer. If you are eligible for A+ tuition reimbursement, your Access Missouri award will be reduced by the amount of the reimbursement.

Award amounts may also be reduced if your total aid package, excluding educational loans and aid based solely on academic performance, exceeds your cost of attendance.

For further information on this program please visit the MDHE website at dhe.mo.gov.

The **Bright Flight Program** is a merit based program that encourages top-ranked high school seniors to attend approved Missouri post-secondary schools.

To be eligible you must:

- Be Missouri resident and a U.S. citizen or permanent resident.
- Have a composite score on the ACT or SAT in either:
 - the top 3 percent of all Missouri students taking those tests, or
 - the top 4th or 5th percentiles of all Missouri students taking those tests.
- Enroll as a first-time student and receive the scholarship in the academic year immediately following high school graduation, receipt of your General Education Development certificate, or completion of your secondary coursework, if home-schooled.
- Enroll full time at a participating Missouri school. (Students with disabilities may be considered full-time when enrolled in at least six credit hours.)
- Submit supplemental eligibility information, if requested, by the deadline established by the MDHE.
- Not be pursuing a degree or certificate in theology or divinity.

To renew the award:

- Continue to meet the eligibility requirements listed above.
- Receive the scholarship at least one semester each academic year, beginning with the academic year immediately following your senior year in high school, receipt of the GED, or completion of your secondary coursework, if home-schooled.
- Maintain a minimum cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress as defined by your school. If this is the first academic year in which you have received a Bright Flight payment, this requirement does not apply.

For further information on this program please visit the MDHE website at dhe.mo.gov.

The **Kids' Chance Scholarship Program** is available to children of workers who were seriously injured or died in a work-related accident covered and compensated by workers'

compensation. A serious injury is one that led to a paid settlement or judicial award and is verified with information from the Missouri Division of Workers' Compensation.

To be eligible you must:

- Be a U.S. citizen, permanent resident, or otherwise lawfully present in the United States.
- Be a Missouri resident.
- Be a child between the ages of 17 and 22 years of age of an employee who was seriously injured or died in a work related accident or from an occupational disease covered and compensated by Workers' Compensation.
- Be enrolled at least half-time at a participating Missouri school.
- Have a FAFSA and a Kids' Chance Scholarship application on file by April 30.
- Have an expected family contribution (EFC) of \$12,000 or less as calculated by the United States Department of Education from information provided on the FAFSA.
- Not be pursuing a degree or certificate in theology or divinity.

To renew the award:

- Continue to meet the eligibility requirements for initial students.
- Maintain a minimum cumulative grade point average of 2.5.
- Otherwise maintain satisfactory academic progress as defined by your school.

For further information on this program please visit the MDHE website at dhe.mo.gov.

The **Marguerite Ross Barnett Memorial Scholarship** is a need-based scholarship established for students who are employed while attending school part-time.

To be eligible you must:

- Have a FAFSA on file by August 1.
- Be enrolled at least half time, but less than full time (6-11 credit hours), at a participating Missouri postsecondary school.
- Be employed and compensated for at least 20 hours per week.
- Be at least 18 years old.
- Demonstrate financial need.
- Be a Missouri resident and a U.S. citizen or a permanent resident.
- Not be pursuing a degree or certificate in theology or divinity.
- Not have received your first bachelor's degree or completed 150 semester credit hours.

- Not be employed under the Title IV College Work Study program.

To renew the award:

- Continue to meet the eligibility requirements listed above.
- Maintain a minimum cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress as defined by your school.

For further information on this program please visit the MDHE website at dhe.mo.gov.

The **Minority Teaching Scholarship** is a program designed to attract academically talented minority individuals into the teaching profession. Through this program, students enrolled in approved teacher education programs receive loans to assist with educational expenses. For students who meet all of the program's obligations, the loans are forgiven through conversion to a scholarship (gift aid).

To be eligible you must:

- Be a U.S. citizen or permanent resident, or otherwise lawfully present in the United States.
- Be a Missouri resident.
- Be African American, Asian American, Hispanic American or Native American.
- Be one of the following:
 - A recent high school graduate, college student or returning adult (without a degree) who ranks in the top 25 of percent of their high school class and scores in the top 25 percent of the ACT or SAT exam*, or another accepted, national academic assessment exam; **or**
 - An individual with a baccalaureate degree who is returning to an approved math or science teacher education program.
- Be enrolled full-time in an approved teacher education program at a participating community college or four-year college or university in Missouri.
- Submit an application to the MDHE postmarked by the June 1 deadline.

*Further information on qualifying ACT and SAT scores for this scholarship may be found on the MDHE website at dhe.mo.gov.

To renew the award:

- Continue to meet the eligibility requirements listed above, except for submission of an application.
- Maintain a cumulative grade point average of 2.5 on a 4.0 scale.
- Maintain satisfactory academic progress as defined by your school.

For further information on this program please visit the MDHE website at dhe.mo.gov.

The **Minority and Underrepresented Environmental Literacy Program** is a scholarship designed to assist academically talented minority and underrepresented individuals pursuing a bachelor's or master's degree in an environmental course of study

that will lead to employment in a field that is clearly environmentally related. Recipients are selected by the Minority Environmental Literacy Advisory Committee.

To be eligible you must:

- Be a U.S. citizen or permanent resident, or otherwise lawfully present in the United States.
- Be a Missouri resident.
- Be a graduate of an accredited high school.
- Meet the following cumulative GPA requirements.
 - Maintained a 3.0 on a 4.0 scale while in high school, or
 - Have a 2.5 on a 4.0 scale if currently enrolled in college.
- Be enrolled full-time in a participating Missouri school in one of the following areas of study.
 - Environmental engineering
 - Chemical engineering
 - Civil engineering
 - Mechanical engineering
 - Agricultural engineering
 - Biology
 - Geology
 - Wildlife management
 - Natural resource planning
 - Natural resources or a closely related field
 - Environmental chemistry, or
 - Environmental law enforcement
- Submit an application to the MDHE by June 1.

To renew the award:

- Submit a renewal application to the MDHE by June 1 of each year.
- Continue to meet the eligibility requirements listed above.
- Maintain a 2.5 cumulative grade point average.
- Be selected by the Minority Environmental Literacy Advisory Committee for renewal.

Renewal students and members of the following severely underrepresented minority ethnic groups have award priority: African Americans, Hispanic or Latino Americans, Native Americans and Alaska Natives, and Native Hawaiians and Pacific Islanders.

For further information on this program please visit the MDHE website at dhe.mo.gov.

The **Public Safety Officer or Employee's Child Survivor Grant** is a program that provides tuition assistance to certain public employees and their families if the employee is killed or permanently and totally disabled in the line of duty.

To be eligible you must:

- Be either:
 - A public safety officer permanently and totally disabled in the line of duty,
 - A spouse of a public safety officer killed or permanently and totally disabled in the line of duty, or
 - A child (natural, adopted or stepchild) of a public safety officer or a Missouri Department of Transportation employee engaged in the construction or maintenance of the state's highways, roads, and bridges killed or permanently and totally disabled in the line of duty;
- Be enrolled or accepted for enrollment as a full time (12 credit hours) undergraduate student in a participating Missouri postsecondary school. Students with disabilities may be considered full-time when enrolled in at least six credit hours;
- Be less than 24 years of age (applies to dependent children only);
- Maintain satisfactory academic progress as defined by the school;
- Be a Missouri resident and a United States citizen or permanent resident;
- Not be pursuing a degree or certificate in theology or divinity; and
- Not have obtained a bachelor's degree.

To renew the award:

- The MDHE sends applications to renewal students in late spring or early summer each year. You can also obtain an application from the MDHE website at dhe.mo.gov.

Public safety officers include firefighters, police officers, capitol police officers, parole officers, probation officers, state correctional employees, water safety officers, conservation officers, park rangers, or highway patrolmen employed by Missouri or a political subdivision of the state.

A permanent and total disability is a disability that renders the person unable to engage in any gainful work.

If you are a dependent child, you will remain eligible through the semester in which you turn 24, unless you have already received your first bachelor's degree by that time.

For further information on this program please visit the MDHE website at dhe.mo.gov.

The **Wartime Veteran's Survivor's Grant** is available annually to children and spouses of Veterans whose deaths or injuries were: a result of combat action or were attributed to an illness that was contracted while serving in combat action, or who became 80% disabled as a result of injuries or accidents sustained in combat action since September 11, 2001. The total number of veterans that may receive a grant in any year is limited by statute to 25. The veteran must have been a Missouri resident when first entering the

military service or at the time of death or injury. The Missouri Veteran's Commission determines whether the veteran meets the program's requirements.

To be eligible you must:

- Be a U.S. citizen, permanent resident, or otherwise lawfully present in the United States.
- Be enrolled or accepted for enrollment at least half-time as an undergraduate student in a participating public college or university in Missouri.
- Be the veteran's spouse at the time of death or injury or the veteran's child
- Be less than 25 years of age if you are the veteran's child.
 - You may continue to be eligible through the end of the semester in which you turn 25 *OR* the receipt of your first bachelor's degree, whichever occurs first.
 - You must have been a dependent of the veteran at the time of death or injury.
- Complete and submit all requested eligibility information to the MDHE.

To renew the award:

- Continue to meet the eligibility requirements listed above.
- Maintain a minimum cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress as defined by your school.

For further information on this program please visit the MDHE website at dhe.mo.gov.

Employment Assistance

Federal Work-Study is sponsored by NCMC and the Federal Work-Study Program under the authority of the Economic Opportunity Act of 1964 and Title IV, Part C, of the Higher Education Act of 1965. The Federal Work-Study Program affords an opportunity for the student to pay for educational expenses while working part-time on campus. Job assignments range from five to 10 hours per week and earn minimum wage. Work-study pay will be disbursed to the working student on the 1st and 16th of each month via their preferred refund option selected at the time of application. Visit the College Website, www.ncmissouri.edu for more information.

Loan Assistance

The **Federal Direct Loan** program includes the Subsidized Direct Loans, Unsubsidized Direct Loans and Federal PLUS loans for parents. All loan applications must be certified by the NCMC Financial Aid Office.

The **Subsidized Direct Loan** is a low-interest loan made by the federal government. The U.S. Department of Education pays the interest while you are in school at least half time.

Unsubsidized Direct Loans are designed to provide financial assistance to students who meet the regulatory eligibility criteria for the Federal Stafford Loan Program, but need additional assistance or do not demonstrate need for the full loan limit in the subsidized Federal Stafford Program. The borrower is responsible for all interest payments on the loan from the time it is disbursed.

Federal Parent Loans for Undergraduate Students (PLUS) are limited to parent borrowers who have no adverse credit history based on criteria established by federal regulations and are not in default on a student loan. Financial need is not a

requirement.

For instruction on how to receive a student or parent loan, please visit www.ncmissouri.edu.

Financial Aid General Eligibility Requirements

1. Be a citizen of the United States or an eligible non-citizen.
2. Provide proof of high school diploma, GED, or home-school completion credential.
3. Prove financial need as defined by current federal aid regulations.
4. Enroll as a regular student in a degree or certificate program.
5. Maintain satisfactory academic progress toward a degree or certificate program.
6. Have no default status on a Title IV student loan.
7. Have paid any refunds or repayments on Federal Title IV funds.
8. Sign a statement of educational purpose stating financial aid funds awarded will be used for tuition, fees, room and board, transportation, books, supplies or other expenses related to college attendance.
9. Register with Selective Service, if required.
10. Have a valid Social Security number.
11. Sign an antidrug abuse certification statement, contained as part of the FAFSA, that you will not engage in the manufacture, distribution, possession or use of a controlled substance when receiving federal financial assistance.
12. Be a postsecondary student only (not enrolled in an elementary or secondary school).

Application Procedures

1. Apply for an FSA ID and password or PIN at pin.ed.gov for your electronic signature.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov. Students should report NCMC's Federal School Code Number of 002514 when completing the application. Applications are accepted each year beginning in October. Students must apply every year. Students should receive a Student Aid Report (SAR) outlining financial aid eligibility and should keep a copy for their records.
3. Students should apply and be accepted for admission through the NCMC Admissions Office. This includes submission of all required materials.
4. If requested by the Financial Aid Office, students will need to submit verification documents.

Other Financial Assistance Programs

State Vocational Rehabilitation Assistance is available for students with disabilities; information is available in the resident area Vocational Rehabilitation Office.

Employment Training Programs may provide selected individuals, who are pursuing occupational certificates, with financial assistance. Information may be secured from the Workforce Investment Board area administration office in Trenton or through the Missouri Division of Job Development and Training in Jefferson City (314-751-4750).

Veterans Assistance Programs—NCMC is responsible under Public Law 89-358 for certification of all veterans' benefits, providing information concerning veterans' rights, and for assisting with any problem a veteran may encounter involving the U.S. Department of Veteran Affairs. In order to be certified to receive veterans' benefits, students will meet the following requirements:

1. Veterans must declare an educational objective (degree or certificate pursued) at the time of enrollment and enroll in classes on their declared education objective program plan. The veteran must notify the Financial Aid Office after they have enrolled each semester in order to get certified.
2. The College is required to report unsatisfactory progress and nonattendance to the Veteran Administration Office (VA). If coursework is not successfully completed, if the veteran withdraws from a course or courses or if a change in courses results in overpayment of benefits to the veteran, the veteran may be required by the VA to return the overpayment.
3. Should the veteran's grades fall below the minimum set forth in the Academic Standards section of this catalog, the College will notify the veteran and the VA.
4. Unusual or extenuating circumstances may exist that could affect decisions relating to numbers two and three above. It is the veteran's responsibility to provide evidence of such circumstances to the Financial Aid Office.

The VA has a toll-free number for more information: 888-442-4551 (888-GIBILL1). Veterans should contact the Financial Aid Office at 660-359-3948 ext. 1417 to apply for GI Bill benefits.

The **Missouri Saving for Tuition (MO\$T)** program makes it easy to save for postsecondary education expenses. Anyone--parents, grandparents, relatives, employers or friends--can open a MO\$T account for a beneficiary with as little as \$25 (or \$15 through payroll deduction). MO\$T provides an added incentive by allowing up to \$8,000 in total contributions to be deducted annually from an individual's Missouri adjusted gross income for state tax purposes. All earnings on the contributions are exempt from state taxes if used to pay the beneficiary's qualified postsecondary education expenses, and federal taxes on the earnings are deferred until the money is withdrawn.

The MO\$T Program is managed by TIAA-CREF Tuition Financing, Inc., a nationally recognized financial services firm, under the direction of the MO\$T Program Board and the Office of the State Treasurer. Additional information about the MO\$T Program can be obtained by calling (888) 414-MOST or by visiting the program's website at www.missourimost.org

Tax Credit programs are available. Through these programs, students may be able to deduct expenses related to their education. Please speak with your tax accountant or the Financial Aid Office for more information.

Additional Student Financial Aid Resources:

fafsa.ed.gov

studentaid.ed.gov

www.finaid.org

studentloans.gov

www.fastweb.com

Satisfactory Academic Progress Policy

Students must be in good standing under the Satisfactory Academic Progress Policy (SAP) to maintain eligibility for financial aid. In order to be in good standing, students must meet the following standards:

- Cumulative grade point average of 2.0,
- Credit hour completion ratio of 67%, and
- Maximum timeframe of less than 150%.

Please visit www.ncmissouri.edu to review the full SAP policy.

Students have the right to appeal cases for circumstances beyond their control that prevented them from maintaining satisfactory academic progress. Appeals must be made in writing to the Director of Financial Aid. No appointments are necessary and appeal forms are available in the Financial Aid Office.

The standards for financial aid satisfactory academic progress differ from those for general academic good standing. Refer to Academic Standards in the “Registration and Records” section.

Disbursement of Funds

Money owed to the College for tuition, fees, housing or other student-approved expenses will be paid from the student’s award. If all financial aid documents are received by the priority deadlines, disbursements for scholarships and grants will be issued four weeks following the start of class and loans and program disbursements will be issued six weeks following the start of class.

Acts of Fraud and Abuse

Students are expected to complete any application for federal student aid truthfully and accurately. Any student who intentionally makes false statements on any application for federal student aid is violating the law, as well as NCMC policies, and is subject to fine or imprisonment or both. Students suspected of fraud and/or abuse of federal aid programs may be reported to the U.S. Office of the Inspector General (OIG). Please see the Financial Aid Office for details of fraud and/or abuse guidelines.

Registration & Records

In order to serve various needs of students, NCMC offers courses on-campus, online, and located in many area communities in north Missouri.

Outreach/ITV: Courses offered at community outreach sites provide students the opportunity to pursue a college education close to home. The courses may be taught by an on-site instructor or through interactive televised instruction.

Online: NCMC delivers online classes that students can take from the convenience of their home. Some online courses may require on-site labs or proctored exams. NCMC online policy and procedures are available on the NCMC website under *Degrees & Academics/Online*.

Dual Credit: NCMC offers college credit for many courses taken in area high schools. High school students receive both high school and college credit. Students must meet NCMC dual credit enrollment eligibility guidelines. Contact the Dual Credit Coordinator at extension 1318 for further details.

Hybrid: Hybrid courses primarily provide online content delivery with a limited number of on-campus meetings.

On-Campus: Courses are offered on the main campus in downtown Trenton, as well as the Barton Farm Campus. Both day and evening classes are available.

Course Registration

Registration dates and procedures, course offerings, costs, payment deadlines, academic programs and more can be found on the NCMC website (www.ncmissouri.edu).

To register for classes, complete the following steps:

1. Review course offerings in the current course schedule
2. New students - attend an orientation, advising and registration session (OAR)
Returning students – meet with your academic advisor for enrollment authorization
3. Log-in to your myCOMPASS portal and register your classes
4. Pay tuition and fees in the Cashier's Office, online or by mail, or set-up a payment plan by the designated deadline

Returning students who have been absent for one or more semesters are required to complete a Student Information Update Form prior to class enrollment. Students who have graduated from a program at NCMC or last attended 5 or more years ago are required to re-apply prior to class enrollment. Contact the Admissions Office or Registrar's Office for more information.

NCMC degree-seeking students will be assigned an academic advisor during their first enrolled semester. Continuing education and visiting students may request an advisor or self-advice. All students are responsible for knowing and abiding by all established NCMC academic guidelines and consequent changes.

Students are responsible for adding and dropping classes through their NCMC-assigned myCOMPASS online portal.

Degree and Program Changes

A student may change program of study and/or degree for a term until the add/drop

deadline for the term. After the add/drop deadline, any changes will be effective in future semesters.

Students who wish to apply financial aid to their tuition and fees must have a declared degree or certificate in a program of study by the add/drop deadline for the affected term, in addition to meeting other financial aid requirements.

Degree, certificate and program of study may be changed by submitting a *Degree Change Request* Form found in myCOMPASS student portal.

Class Schedule Changes

While NCMC recognizes that schedule changes may be necessary, students should plan carefully and make thoughtful choices in order to obtain the best schedule possible at initial registration. Any changes should be made during the Add/Drop period. Though advisors are available to assist students with the development of their class schedule, the final schedule and degree tracking is the responsibility of each student. Schedule changes may impact length of time to complete a degree, billing, and financial aid.

Add/Drop

Classes may be added or dropped from a student's schedule only during the Add/Drop period established for each semester. There is no financial obligation and a 100 percent refund will be given when schedule changes are made during the Add/Drop period. Add/drop deadlines are published on the NCMC website and Academic Calendar located in the college catalog.

Some classes may be canceled due to low enrollment before the term begins. Students should check their NCMC email and schedule prior to the start of classes to confirm enrollment status. After the published Add/Drop date, students are financially responsible for costs associated with classes remaining on their semester schedule.

Administrative Drop Policy

An "administrative drop" is when the student is removed from a course(s) as a result of one or more of the incidents outlined below. Students who have been administratively dropped will be charged a \$50 fee for each administratively dropped course. Any classes left on a student's schedule will be charged at the full tuition rate. Administrative drops occur when:

On-Ground Classes

- 8-week or full semester class -If a student fails to attend during the **first ten calendar days** of the semester
- 4-week class - If a student fails to attend during the **first six calendar days** of the semester

Online Classes

- 8-week or full-semester class - If a student does not complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first ten calendar days** of the semester
- 4-week class - If a student fails to complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first six calendar days** of the semester

Course Withdrawal

Courses dropped after the Add/Drop deadline are considered withdrawals and students are financially obligated to pay for all associated tuition and fees. A grade will not be earned and a “W” will be recorded on the permanent record. Notifying an instructor, advisor or simply not attending class is not sufficient to withdraw. Students may withdraw by doing one of the following by the Final Withdrawal Deadline:

1. Completing the withdrawal card, available at the Information Desk in the Alexander Student Center.
2. Emailing the request to Registrar@mail.ncmissouri.edu from the student’s pirate email account
3. Mailing a signed, dated, written request to the Registrar’s Office

The Final Withdrawal Deadline is published in the Academic Calendar on the NCMC website and in the Student Planner. For off-schedule classes, contact the Registrar for withdrawal deadlines. (email: Registrar@mail.ncmissouri.edu). A verified withdrawal, prior to the published withdrawal deadline, is always the student’s responsibility. Withdrawals may be verified by viewing the transcript, available through the student’s online myCOMPASS portal.

Course Load

Each course offered for college credit is assigned a specific credit hour value.

Enrollment in a minimum of 6 credit hours per semester is considered half-time, 9 credit hours is three-quarter time, and 12 credit hours is full-time. Enrollment in more than 17 credit hours per semester is considered an overload and should be carefully considered with other obligations. A general recommendation for success is that students spend two hours studying outside of class for every one hour spent in the classroom.

International students must maintain enrollment in a minimum of 12 credit hours each semester. Any decrease, through drops or withdrawals, must be approved by the Primary Designated SEVIS Officer, jcunningham@mail.ncmissouri.edu.

Class Attendance

Each instructor may set his or her own standards relative to attendance as it pertains to the grade received. Students are encouraged to attend all class sessions of the courses in which they are enrolled and respond to all online class assignments. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully.

Federal government regulations require that international students attend a minimum percentage of class sessions for all enrolled classes. VISA status may be negatively affected by failure to attend.

Academic Conduct

Standards of academic and non-academic conduct are included in this catalog and the Student Handbook. Due process is available to all students, including the right to appeal a case and the right to obtain advice. Students are expected to read and abide by the rules and guidelines outlined in this catalog, as well as the Student Handbook.

All members of the learning community at NCMC are expected to be honest. The College will not tolerate cheating or plagiarism on tests, examinations, reports,

laboratory reports and/or other assignments. Those who engage in such misconduct may be subject to disciplinary action, which can result in expulsion.

Grading System

North Central Missouri College follows a standard grading system. Students receive one of the following symbols for each course attempted.

| GRADE | DESCRIPTION | QUALITY POINTS |
|-------|---------------|----------------|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Below Average | 1 |
| F | Fail | 0 |
| W | Withdrawal | 0 |
| AU | Audit | 0 |
| P | Pass | 0 |
| I | Incomplete | 0 |
| X | Fail | 0 |

Grade Report

Grades are available approximately two weeks after the end of the academic term.

Students may access grades through the myCOMPASS portal, accessible from the NCMC website.

Academic transcripts will not be released for students with outstanding financial obligations to the College.

Grade Disputes During a Semester

Faculty members and students should communicate regularly and openly about all grading issues. A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally as soon as possible. A student who believes that a grading issue has not been satisfactorily resolved should speak with the Vice President of Academic Affairs or Dean of Nursing and Health Sciences about the matter. The Vice President of Academic Affairs or Dean of Nursing and Health Sciences will work with both the student and the instructor to address the issue.

Students may not file a formal course grade appeal during the semester. Grading issues that remain unresolved during the semester may become the basis for a formal course grade appeal once the semester has ended and a final course grade has been assigned. The formal process may be used only for grading issues that impact the final course grade.

Disputes Regarding Final Course Grades

A student who is dissatisfied with a grading decision must attempt to resolve the matter by contacting the instructor immediately. If the instructor is unavailable, the student may wish to contact the Vice President of Academic Affairs or Dean of Nursing and Health Sciences within ten business days of receiving the final grade to facilitate communication between the student and the instructor and to help resolve the dispute.

Student Final Course Grade Appeal Procedure

The North Central Missouri College Student Course Final Grade Appeal Procedure is

based on the following principles:

- A student has a right to appeal a final grade that the student believes was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
- A student's grade should reflect the student's mastery of the subject matter of the course.
- Students are entitled to a fair and impartial evaluation of their work.
- Students and faculty should communicate regularly and openly about course requirements, assignments, tests, grading procedures, and grades.
- The college faculty is responsible for creating the curriculum and establishing the standards by which students will be evaluated in each course.
- Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses.
- Both students and faculty members have rights and responsibilities in the grading process.
- Students who wish to appeal a final grade are responsible for demonstrating that the grade received was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
- Faculty members have a responsibility to provide their students with syllabi that clearly explain the basis on which student grades will be assigned.
- Faculty members are responsible for providing their students with timely feedback on their performance on tests, papers, projects, and other graded assignments.
- Faculty members are responsible for keeping course records, final exams, and other materials on which grades are based (that have not been returned to students) for a year.
- Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.
- Both faculty members and students have a right to have grade appeals resolved in a timely fashion (as prescribed in the timeline given in this document).
- Both faculty members and students have a responsibility to attempt to resolve grade disputes informally.

Grounds for a Formal Final Course Grade Appeal

A student may file a formal course grade appeal if the following conditions are met:

- The student has made legitimate attempts to resolve the dispute informally by discussing the issue with the instructor.
- The grading issue at stake impacts the final course grade. (A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned.)
- The student believes that his or her final course grade was assigned

contrary to procedures as specified in the course syllabus or was based on computational or clerical error.

Grade Appeals

Students wanting to appeal a grade must contact their instructor within ten (10) business days after the end of the semester for which the grade was given using their pirate email account.

The deadline for the final ruling of the grade appeal cannot exceed the term following the completion of the course for which the grade is being considered. A student who is dissatisfied with an instructor's final course grade decision should adhere to the following steps:

1. Discuss the concern or issue with the instructor. **THIS IS ALWAYS THE FIRST STEP** to the appeals process. If resolution is not achieved after meeting with the instructor, move to step #2.
2. File a formal grade appeal by emailing the reason for the appeal using the student pirate account to the Vice President of Academic Affairs or Dean of Nursing and Health Sciences within ten (10) business days of meeting with faculty member. Receipt of the formal grade appeal form and supporting documentation will result in initiation of an investigative process by the Vice President of Academic Affairs or Dean of Nursing and Health Sciences. The appropriate Dean/Director will respond, in writing, to the student within ten (10) business days of receipt of the appeal circumstances. If the appeal was given to the Dean of Nursing and Health Sciences, a formal appeal may be made in writing by the student to the Vice President of Academic Affairs within ten (10) business days of receiving the Dean of Nursing and Health Sciences' decision. If resolution is not achieved through the Vice President of Academic Affairs or Dean of Nursing and Health Sciences, move to step #3.
3. A formal appeal may be made in writing by the student to the Vice President of Academic Affairs within ten (10) business days of receiving the Dean's decision. Upon receipt of the formal appeal, the Vice President will initiate an investigative process which will result in a written response to the student within ten (10) business days of receipt of the formal appeal. If resolution is not achieved, move to step #4.
4. If not satisfied with the VP decision, the student may request through their pirate email, within ten (10) business days of the Vice President's decision, to move to the next step. At this time a Faculty Grade Appeal Panel will be formed to review the appeal. The request to appeal to the panel will be handled by the Vice President. The panel review will be scheduled as soon as possible with a decision being rendered and communicated in writing to the student within ten (10) working days of the panel review. If resolution is not achieved, move to step #5
5. Either party involved in the grade appeal process has a right to appeal to the President of the College within ten (10) business days of receiving the panel's decision. The President will review the appeals and conduct whatever investigation he/she deems appropriate. The President determines the final outcome of the appeals and will communicate such in writing to the student, faculty, Vice President of Academic Affairs and the appropriate Dean. In all cases, the decision of the President is final.

Administrative Final Course Grade Appeal Procedure

A. Informal Resolution

Upon receipt of a Student Final Course Grade Appeal Form, the Vice President of Academic Affairs or Dean of Nursing and Health Sciences, will contact both the student and the instructor involved to attempt to resolve the dispute informally. If the instructor is no longer with the college, the Vice President of Academic Affairs or Dean of Nursing and Health Sciences shall appoint another instructor to represent faculty interests in the appeal.

The faculty member representing the absent instructor shall act as a good faith representative of the faculty whose goal is to resolve the grading dispute fairly. The instructor may agree to resolve the dispute informally if he or she believes it is appropriate. For example, if the dispute involves a computational or clerical error and the instructor representing the absent faculty member agrees with the student, he or she may simply sign the Change of Grade Form to change the grade rather than begin the process of a Faculty Grade Appeal Panel to resolve the issue.

B. Dean's Response

If the dispute is not resolved informally within ten (10) business days from the student-instructor meeting, the student will communicate, in writing, to the appropriate Dean the desire to continue the appeal process. The Vice President of Academic Affairs or Dean of Nursing and Health Sciences will make the instructor aware of the appeal and ask the instructor involved to prepare a written response to the appeal. The instructor's response should include the following:

- A copy of the course syllabus.
- A copy of any relevant graded assignments that had not been returned to the student.
- A written statement responding to the issues raised by the student.
- Any other documents the instructor believes are relevant to the resolution of the course grade appeal.
- The Vice President of Academic Affairs or Dean of Nursing and Health Sciences should continue to pursue an informal resolution to the dispute if he or she believes that a resolution is possible. The Vice President of Academic Affairs or Dean of Nursing and Health Sciences may share the instructor's response with the student in hopes of finding common ground between the two. The Vice President of Academic Affairs or Dean of Nursing and Health Sciences may wish to give the student the opportunity to address issues raised in the instructor's response that the student has not previously addressed.
- The Vice President of Academic Affairs or Dean of Nursing and Health Sciences may meet with the student and instructor individually and offer a decision, in writing, within ten (10) business days of receipt of the request to continue the appeal process. If the appeal was given to the Dean of Nursing and Health Sciences, a formal appeal may be made in writing by the student to the Vice President of Academic Affairs within ten (10) business days of receiving the Dean of Nursing and Health

Sciences' decision. If the student is not satisfied with the Dean's decision, he/she may request in writing, to the appropriate Dean, within ten (10) business days of the Dean's decision that the appeal be forwarded to the Vice President of Academic Affairs.

C. Vice President of Academic Affairs

The Vice President of Academic Affairs will review the documentation from the student, faculty, Dean of Nursing and Health Sciences (if applicable) and Vice President of Academic Affairs. The Vice President may meet with the student, faculty member, Dean of Nursing and Health Sciences (if applicable) and/or Dean to review the appeal and circumstances. The Vice President of Academic Affairs will offer a decision within ten (10) business days of receipt of the appeal. If the student is not satisfied with the Vice President's decision he/she may request, in writing, within ten business days of receipt of the Vice President's decision, request the appeal be forwarded to a Faculty Grade Appeal Panel.

D. The Faculty Grade Appeal Panel

The Vice President of Academic Affairs shall appoint a Faculty Grade Appeal Panel to consider the appeal. The Panel shall consist of a minimum of three members: a division chair, at least one full-time faculty member (the student may choose the full-time faculty member), and the Vice President of Academic Affairs and/or the Dean of Nursing & Health Sciences. The instructor involved in the grade dispute is not eligible to serve on the Panel.

The Faculty Grade Appeal Panel is responsible for ensuring that the grade appeal process is completed before the end of the subsequent semester. The Vice President of Academic Affairs is responsible for ensuring that the instructor and the student have at least ten (10) business days advance notice of the time and location for appearing before the Faculty Grade Appeal Panel if they requested an appearance.

The Faculty Grade Appeal Panel is responsible for determining the facts in the dispute and making a judgment on the merits of the course grade appeal. The Panel shall review the materials submitted both by the student and the instructor. The Panel may request any other information it deems necessary, including additional instructor records and input from third parties.

Both the student and the instructor have the right to request the opportunity to appear in person before the Faculty Grade Appeal Panel if they so choose. If both parties appear before the Panel, they should be heard separately. If neither party requests to appear in person, the Panel should complete its review based on the written materials supplied by the parties and whatever other information the Panel may request. The Panel's deliberations, including hearing testimony from the parties involved and third parties, shall take place in private.

The student has the burden of proof. The student must present clear evidence that a final grade was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.

Once the members of the Faculty Grade Appeal Panel have determined that they have sufficient information to make a decision, they will vote either to grant or reject the grade appeal. A simple majority is sufficient to decide the

issue. If the Panel grants the appeal, the panel will determine the appropriate course grade for the student. A member of the Panel shall prepare a written report stating the Panel's decision and the justification for that decision. Copies of the report must be conveyed to the student, the instructor, and the Vice President of Academic Affairs. If the Panel determines that the student's grade shall be changed, the Faculty Grade Appeal Panel will prepare a Change of Grade Form and submit it to the Vice President of Academic Affairs with the Panel report attached. The stated reason for the change of grade will be "the recommendation of a Faculty Grade Appeal Panel." The Faculty Grade Appeal Panel will sign the form instead of the course instructor.

Sometimes a course grade appeal raises issues that go beyond the resolution of grading issues. These issues could include questions about compliance with ADA guidelines, concerns about an instructor's following of NCMC policies, or questions of a student's academic integrity. At its discretion, the Faculty Grade Appeal Panel may prepare a supplementary report addressing those issues and present it to the Vice President of Academic Affairs.

E. Appealing the Panel's Decision

Either party involved in the grade appeal process has a right to appeal to the President of the college within ten (10) business days of receiving the panel's decision. The President will review the appeal and conduct whatever investigation he or she deems appropriate. Please see the NCMC Board Policy Manual, Section 2.2.130 for any additional instructions.

Grade Point Average

Grade point average (GPA) is the standard term used to describe a student's overall academic level. Only courses in which a student receives a grade (not Pass/Fail) apply to the grade point average. To compute GPA, use the following formula and grade quality points: A=4, B=3, C=2, D=1, F=0 and FA=0.

1. Compute the number of grade quality points earned per class. For example, a three- credit (3) hour course with a grade of "B" (3) points would have a grade quality point value of 9 (3 hours x 3 points).
2. Add together all of the grade quality points earned to date.
3. Add together all of the GPA credit hours to date.
4. Divide the total number of grade quality points earned by the total number of GPA credits.

(Transferred credit is not used to calculate the NCMC grade point average. However, all post-high school grades are used to calculate A+ eligibility. Athletic eligibility is calculated using NJCAA guidelines and with an assigned grade point value of 2.00 for any grade of "P". Graduation requirements for the Associate in Arts in Teaching Degree include a minimum GPA calculated on all college credit, regardless of originating institution.)

Auditing a Class

A class auditor is a student registered for a course only for informational instruction, not to earn credit. An audit must be declared in the Registrar's Office by the student prior to the end of the Add/Drop period for the semester. Tuition and fees for audited classes are the same as for those taken for credit. A grade of "AU" - Audit will be

placed on the student's transcript. Financial aid is not available for audited classes.

Incomplete Grades

Under extreme circumstances, a student may apply for an incomplete grade prior to the final week of a term. An incomplete grade may be given, at the discretion of the instructor, when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control prevent the student from completing some course requirements. An incomplete grade should only be considered when 80% of the course requirements have been satisfied with a grade of "C" and attendance has been maintained. Course work must be completed within eight weeks of the first day of the term immediately following the term in which the incomplete was received; otherwise, the grade will be recorded as "F". No extension of time beyond the allotted 8 weeks will be permitted. The application for an incomplete grade is available in the Registrar's Office.

Pass/Fail Grading

Developmental and some college skill classes at North Central Missouri College are graded with "P" -Pass or "X" -Fail grades. Credits earned in courses that are stipulated in the catalog as being graded on a Pass/Fail basis will not be used in computing a student's grade point average (except for athletic eligibility and satisfactory academic progress for financial aid). They will be considered part of the credit hour load and used in calculating satisfactory academic progress for financial aid.

Repeated Courses

Students may receive credit value for a repeated course only once, unless the published course description notes otherwise. Only courses in which grades of "C" or below have been earned may be repeated for credit. The first grade will not be removed from the student transcript, but only the latest grade earned will be used when computing the cumulative grade point average. Grades in courses accepted in transfer do not replace recorded grades in courses taken from NCMC. Once a degree or certificate is earned, a student may not repeat a course for credit that was required in the completed program. Repetition of coursework may have a negative impact on the maximum timeframe for degree completion for financial aid eligibility.

Academic Forgiveness

Occasionally, due to overwhelming or unavoidable circumstances, a student earns grades that are not representative of his or her abilities. The Academic Forgiveness Policy is an appeals procedure that allows a student, who has returned to North Central Missouri College after a minimum five-year absence, to request removal of grades for one semester from the cumulative grade point average shown on their official academic record.

- Forgiveness may be requested one time, for one semester only.
- Forgiveness will not be considered for students with outstanding financial obligations to the college.
- Forgiveness applies to all classes in the semester chosen, regardless of grades.
- Forgiveness may not be requested for any semester including courses used to complete an awarded degree or certificate.

- Student must have been absent from the institution for a minimum of five years since the semester to be forgiven.
- Forgiveness will not be granted until at least 12 credit hours, with a minimum cumulative GPA of 2.00, have been earned upon re-enrollment at NCMC.
- Grades in forgiven courses are removed from the cumulative GPA at NCMC, but courses and grades remain on the student transcript.
- All grades, whether forgiven at NCMC or not, may apply when transferring to another institution. Policies at the receiving institution should be reviewed.
- Academic forgiveness does not automatically satisfy academic progress standards for financial aid purposes.

Academic Forgiveness Request Forms are available in the Registrar's Office (registrar@mail.ncmissouri.edu).

General Transfer Policy

NCMC considers the "transferability" between colleges and universities as a matter of considerable importance and practice. NCMC also believes the relationships among academic disciplines and between levels of coursework require clear understandings about content and purpose so that students may make progress toward their educational objectives without unnecessary disruption or duplication of coursework.

An articulation agreement is a formal arrangement for transfer of a defined set of academic credits between an academic program at NCMC and a program at another college or university. Transfer guidelines facilitate cooperation between colleges and universities for the purpose of accommodating the needs and interests of students who earn credit at one institution and choose to transfer to another. Successful transfer minimizes loss of time and duplication for students and optimizes the use of institutional resources. NCMC transfer policies recognize that each college and university has a separate and distinct mission and that each has the responsibility to establish and maintain academic quality within that mission. Underlying the policy is an attitude of mutual respect and cooperation among the institutions and recognition that the primary objective of articulation agreements is to benefit students.

North Central Missouri College maintains a list of established articulation agreements with other institutions for the transfer of the Associate in Arts, Associate in Arts in Teaching, and Associate in Applied Science degrees, available on the NCMC website.

For further information on articulation and transfer policies between institutions contact: Transfer and Articulation Officer - 660-359-3948 Ext. 1405 or advising@mail.ncmissouri.edu or view the transfer information on the NCMC website www.ncmissouri.edu Student Resources page.

Transferring Credit to NCMC

NCMC accepts credit earned from institutions accredited by agencies recognized by the Council for Higher Education Accreditation.

Transfer coursework must be:

- Lower division, credit-bearing courses equal in content to current NCMC coursework.
- Lower division courses that fulfill general education requirements.
- Lower division career or technical courses equal in content to current NCMC

course-work.

- Lower division, credit-bearing courses with a grade of “D” or higher.

Coursework from institutions on a quarter hour system will be converted to semester hours using a two-thirds conversion factor for transfer to NCMC.

Transferred-in credit is not used to calculate a student’s grade point average for academic standing at NCMC. All grades, including any received from other higher education institutions, will be considered for athletic eligibility, financial aid eligibility, and used to calculate the cumulative grade point average required for graduates in the Associate in Arts in Teaching program.

Transfer course equivalencies for many institutions can be found on the Course Equivalency page of the NCMC website, under Degrees & Academics/Academic Records/Transfer Coursework.

Transfer Limitations

There are some courses that do not count toward degree requirements and do not transfer to NCMC. These include:

- Career & Technical Education (CTE) courses not equivalent to content and/or level of NCMC courses
- Courses with upper-division level course numbers (300 and above)
- Courses in which a grade of “F” (or equal to “F” level work) or an incomplete was received
- Physical education activity credits in excess of two credit hours
- Religion courses in excess of 6 credit hours
- Applied music courses in excess of 6 credit hours

Foreign College and University Credit

North Central Missouri College staff does not evaluate foreign transcripts. Students seeking credit must have their foreign transcripts evaluated by a foreign transcript evaluation service, nationally accredited in the United States, and submit an official copy of the results to the NCMC Registrar’s Office. Credit may be granted for foreign coursework based on the results of such evaluations if substantially similar to courses offered by NCMC. The same requirements and limitations apply to foreign credit as those applicable to credit earned at U.S. colleges and universities.

Transfer Appeal Procedure

Transfer students have the right to appeal institutional decisions on the acceptance of transfer credit toward graduation requirements at NCMC. Students may complete the transfer credit appeal form and submit to the Registrar’s Office. Instructional department chairpersons will review submitted appeal forms and supporting documentation and forward decisions on transferability to the NCMC Registrar.

A student, whose appeal is denied, may file a request for review with the Vice President of Academic Affairs or Dean of Nursing and Health Services who will make a final decision.

For more information, call (660)359-3948, ext.1206 or

registrar@mail.ncmissouri.edu.

Credit for Prior Learning (CPL)

North Central Missouri College believes that learning is a lifelong process and recognizes knowledge is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of nontraditional learning experiences such as employment, military training and experience, non-collegiate training programs, advanced high school courses, and self-development. NCMC awards applicable credits earned for nontraditional prior learning. Credit is awarded for measurable college-level learning which includes knowledge, skills and competencies that students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning that can be documented and falls within NCMC's regular credit course offerings. Application for credit for prior learning (CPL) must be approved prior to course enrollment regardless of method or type of prior learning. All mandatory institutional requirements for certificates and degree programs must be met and individuals are only eligible for prior learning credit once officially accepted as an NCMC student. Missouri state law limits the number of credits that can be awarded for prior learning to a total of 30 credit hours. Please note that there may be financial aid implications as it relates to credit for prior learning. Please visit with the Financial Aid Office for further details. Credit granted through one of the CPL options may be used to fulfill NCMC program requirements, however transferability to other institutions is at the discretion of the receiving institution.

Non-collegiate Programs

Credit may be granted for training programs that have been successfully completed at non-collegiate organizations such as government agencies, and corporations and businesses, when applicable to students' declared programs of study at NCMC and approved by the NCMC instructional department and dean. Non-collegiate courses will be evaluated in accordance with the American Council on Education (ACE) recommendations and with The National College Recommendation Service (formerly known as PONSI, the National Program of Non-collegiate Sponsored Instruction) recommendations, as well as in accordance with the college's articulation agreements with nontraditional organizations and agencies. Non-collegiate programs must be approved prior to NCMC course enrollment when students believe they have mastery of course skills and objectives. An approved application for Credit for Prior Learning and payment of fee is required to award credit. Credit for non-collegiate programs cannot be retaken and cannot be taken by students previously unsuccessful in courses for which they are seeking CPL credit. Students must be admitted to the college prior to receiving credit. Official transcripts or certificates must be submitted to the registrar's office. Information on availability can be sought through division chairs or the appropriate academic dean. Missouri state policy requires industrial certification, used for credit for prior learning, must have been awarded within the last five years.

Military Education and Training

Credit may be granted for military education and training, based on recommendations made by the American Council on Education. Credit will be awarded in disciplines substantially similar to courses and programs offered by NCMC. Official military transcripts, including Community College of the Air Force (CCAF), AARTS, SMART, or other military transcripts, must be submitted to the registrar's office for evaluation. There is no fee charged to transcript credit for training in the armed services.

Portfolio Assessment

Credit for prior learning acquired through employment, self-study, volunteer, civic, or other activities may be awarded through the portfolio assessment option. Students must demonstrate that prior learning and experience have resulted in the acquisition of college-level competencies and skills directly related to courses in their learning programs. Portfolio assessments can be attempted only once per course and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to attempting portfolio assessment. Students must complete the application process for credit for prior learning and receive prior approval for portfolio assessment by the dean and/or appropriate department. Upon approval the student must pay the required CPL fee and complete the portfolio process within thirty days. The appropriate department chair will assess the portfolio to ensure the student has met or exceeds the learning objectives of the course.

Licensures & Certifications

North Central Missouri College may award credit for some licensures and certifications, when applicable to a career and technical program at NCMC. The certification must be current, documented and approved by the department chairperson. Credit is given when the training and experience required for the certification is equivalent to learning outcomes in courses offered at North Central Missouri College.

National Examinations

The national examination programs for which the college awards credit are:

Advanced Placement (AP) Exams

Subject-matter exams sponsored by the College Board and generally administered through high schools at the culmination of advanced placement (AP) course offerings. Further information can be obtained by contacting high school guidance offices or the College Board website. The college generally awards credit for scores of 3, 4, or 5.

College-Level Examination Program (CLEP)

National credit-by-examination program providing individuals of all ages and backgrounds the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. Official test scores must be submitted to the office of the registrar.

DSST (formerly known as the DANTES Subject Standardized Tests)

Students participating in the DSST program have the opportunity to earn college credit for learning that has occurred outside the traditional classroom. Students may earn up to three credits for each examination based upon their scores and the American Council of Education's (ACE) score recommendations. Additional information can be obtained on the DSST website.

Excelsior College Exams

Students may complete subject-based exams developed and offered through Excelsior College and Pearson VUE. Students must receive a grade of "C" or higher for examinations to be considered for college credit at NCMC. Official transcripts must be submitted to the Registrar's Office for evaluation.

Institutional Proficiency Examinations

Institutional proficiency examinations are offered for some, but not all, NCMC credit classes. An application for credit for prior learning through an institutional exam must be approved by the appropriate dean and/or academic department. Upon approval and payment of the required CPL fee, students contact the appropriate faculty member to arrange to take the proficiency exam within 30 days.

Proficiency exams cannot be retaken and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to taking proficiency exams. Proficiency exams must be taken within thirty calendar days after fee payment. The appropriate department chair will evaluate the exam to ensure the student has met or exceeds the learning objectives of the course.

Articulated Credit

North Central Missouri may award credit for approved programs of study taken at area high schools and technical schools. Coursework is designed for use toward a career and technical certificate or degree at NCMC. Qualified students must submit articulation certificates and official transcripts from the sending schools to the registrar’s office. For more information on approved programs, please visit the Dual Credit page, under Degrees/Academics, on the NCMC website.

Academic Standards

Academic Excellence

NCMC encourages academic excellence by naming students who have demonstrated outstanding academic achievement to the honor lists for the fall and spring semesters. The President’s Honor Roll lists students who have achieved a grade point average of 4.00 for the semester. The Dean’s Honor Roll lists students who have achieved a grade point average of 3.50 for the semester.

North Central Missouri College officially recognizes students with outstanding cumulative grade point averages at the time of graduation. To qualify for this recognition, at least fifty percent of the student’s coursework in the program must be completed at NCMC. Graduates “with honors” are those with cumulative grade point averages on NCMC coursework of 3.5 to 3.84. Graduates “with highest honors” are those with cumulative grade point averages on NCMC coursework of 3.85 or above.

Academic Probation

To maintain good standing, a student must achieve a cumulative grade point average corresponding to the total GPA eligible credit hours at NCMC as follows:

| | | |
|---------|--------------|----------|
| 0-14 | credit hours | 1.50 GPA |
| 15-29 | credit hours | 1.66 GPA |
| 30-44 | credit hours | 1.83 GPA |
| Over 44 | credit hours | 2.00 GPA |

A student falling below these standards may be placed on academic probation for a period of one semester. At the end of the probationary period, the student will be subject to academic suspension. Students placed on academic suspension have a right to appeal the suspension. Academic suspension appeals should be directed to the Dean of Student Affairs.

The guidelines for academic good standing differ from those for financial aid eligibility. See the Satisfactory Academic Progress Policy in the “Financial Aid” section.

Appeal Procedures

If a student chooses to appeal a policy or decision, they should submit their appeal to the respective Appeals Officer, as referenced on the NCMC website under Consumer information - “Student Complaints/Appeals”.

An appeal form can be obtained online (www.ncmissouri.edu), through the myCOMPASS portal, or through the Student Affairs Coordinator located in the Alexander Student Center. Unless otherwise noted under a specific process, appeals must be received by the end of the following semester from the time the business

under appeal was conducted. Any issue cited in an appeal must demonstrate that it significantly altered the student's ability to complete their responsibilities, could not have been anticipated, and involved something outside of the student's control. Documentation should be provided. Lack of knowledge regarding deadlines or policy and/or disagreement with institutional policy are not circumstances under which an appeal may be granted.

Student Education Rights & Privacy Act

The Family Education Rights and Privacy Act of 1974 (commonly referred to as the "Buckley Amendment" or "FERPA") is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. The ACT affords you certain rights with respect to your education records. They are:

1. Access to Education Records: the right to inspect and review your education records within 45 days of the day the College received a written request for access, any time after your enrollment at the institution.
2. Request for Amendment of Education Records: the right to request amendment of your education records if you believe they are inaccurate or misleading.
3. Disclosure of Education Records: the right to consent to disclosures of personally identifiable information in your education records, except to the extent that the ACT or any superseding law authorizes disclosure without your consent.
4. Compliance: the right to contact the Family Policy Compliance Office with a complaint concerning the College's compliance with the requirements of the Buckley Amendment. For more information, contact the College Registrar.

A student shall be defined by North Central Missouri College, for the purpose of administering FERPA regulations, as an individual who is enrolled in a course for college credit and whose attendance has been confirmed.

Directory information will not be released prior to the end of the enrollment period for the first semester of enrollment without the express, written permission of the student. Student lists will not be released to any private business, unless contracted with NCMC for services.

Certain items of student information have been designated by North Central Missouri College as public or directory information. The college may provide the following information:

- Your name
- Address
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Full- or part-time enrollment status

- Participation in officially recognized activities
- Sports- weight and height of an athletic team member
- Dates of attendance
- Awards received
- Most recent previous educational institution attended

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing, before the end of the published Add/Drop period, that he or she does not want the directory information released. The non-disclosure request will remain in effect until the student rescinds the request in writing.

Information relating to the Family Educational Rights and Privacy Act of 1974 is available in the Registrar's Office and on the College website, www.ncmissouri.edu.

Questions concerning the Family Educational Rights and Privacy Act of 1974 should be directed to the Registrar's Office or the Dean of Student Affairs.

Graduation Requirements

Graduation requirements for each degree and certificate program are outlined in the Programs of Study section of this catalog. The catalog in force at the time a student begins a program will be used to establish graduation requirements provided the student maintains continuous enrollment in the declared program. Continuous enrollment for this purpose is defined as the successful completion of at least three credit hours in at least two of the three terms per academic year in the program of study.

Students who do not maintain continuous enrollment in the program of study will lose the right to use the original catalog requirements and must use the catalog in force at the time of re- enrollment, program change, or application for degree completion. Candidates for graduation also have the option of selecting the current catalog (in force at the time an application for graduation is submitted) in order to fulfill program requirements.

Programs may occasionally be made inactive or eliminated at NCMC. Students enrolled in a program at the time it is made inactive may complete degree requirements and graduate in the program as long as the following criteria are met:

- Continuous enrollment is maintained in a program of study
- A minimum of 15 credit hours have been earned toward program requirements when the program is inactivated
- Career and technical coursework can be made available by arrangement
- All degree requirements are met within six semesters of program elimination

Graduation requirements can be met through a combination of NCMC courses, transfer credit and credit obtained through nontraditional means, however a minimum of 25% of the credit hours required in the certificate or degree must be earned through traditional means at North Central Missouri College. A maximum of 50% of the required credit hours may be earned through non-traditional means (refer to Credit for Prior Learning section). Students who are planning to transfer credit back to NCMC to complete degree requirements should complete the Application of Transfer Credit for Degree Completion form, available in the Registrar's Office, on

the myCOMPASS portal, and on the college website, during their last semester at NCMC. The transfer of credit must occur within one year from students' last enrollment at NCMC. All other graduation requirements must be met.

Students graduating from NCMC with an Associate in Arts, Associate in Arts in Teaching, or Associate in General Studies Degree are required to take the ETS Proficiency Profile exit examination before receiving their degree. Students graduating from NCMC with an Associate in Applied Science degree or certificate are required to take the WorkKeys exit examination before receiving their degree. Nursing students are required to take a comprehensive exit exam before receiving their certificate or degree.

All degrees and certificates require a minimum cumulative grade point average. Some programs of study have additional graduation requirements.

The Missouri Reverse Transfer (MRT) initiative allows a student, who transfers from NCMC before earning an associate's degree, to opt-in to the MRT program at a baccalaureate-granting institution. Academic records will be shared between the baccalaureate-granting institution and NCMC until the student completes the required credits for the award of an associate's degree. Contact the MRT Coordinator at the 4-year institution for more information.

Application for Graduation

Students may earn multiple degrees or certificates from North Central Missouri College.

An application for graduation is required for each award sought. A minimum of an additional 6 credit hours, beyond the first award, must be earned from NCMC for each subsequent certificate and 12 credit hours earned from NCMC for a subsequent associate's degree beyond the previous award. A minimum of 15 credit hours must be earned from North Central Missouri College in total to receive any certificate or degree. Students are encouraged to apply for graduation prior to enrolling for their final semester at NCMC to allow time for a degree audit. The responsibility for enrolling in courses that fulfill graduation requirements remains with the student.

Application submission dates are:

- December graduates - April 1 through October 1
- May graduates - November 1 through March 1
- July graduates - November 1 through March 1

The application is available on the NCMC website, www.ncmissouri.edu, on the myCOMPASS portal, or at the Alexander Student Center info desk. Applications must be signed by both the student and the academic advisor before submission to the Registrar's Office.

Commencement

Attendance at commencement is highly encouraged and an important part of reaching this significant milestone. Students who are unable to attend commencement must notify the Dean of Student Affairs as soon as possible.

Commencement is held in May at the end of spring semester. Students who expect to complete degree requirements in the previous fall term, spring term or the immediately-following summer term are eligible to participate if they submit their applications for graduation by the deadline.

Graduate Recognition

North Central Missouri College officially recognizes those students with outstanding grade point averages at the time of graduation. To qualify for this recognition, at least fifty percent of the student's coursework in the program must be completed at NCMC. Graduates "with honors" are those with grade point averages on NCMC coursework of 3.5 to 3.84, and graduates "with highest honors" are those with grade point averages on NCMC coursework of 3.85 or above. Spring commencement honors are based upon the grade point average at the end of fall term. Final graduate honors, based on all grades, are acknowledged on the final transcript and may be different from those announced at commencement.

For each academic year, the Arts and Sciences Division of the College honors a graduating Associate in Arts student with the Academic Excellence Award. Qualifications for this include a minimum of 3.5 GPA, recommendations from the Arts and Sciences instructors and a service component. Specific deadlines and application information will be announced through the myCOMPASS student portal.

After Graduation

Transfer Assistance

NCMC provides assistance to those students who wish to transfer to other colleges or universities. Most students who have completed the Associate in Arts degree at NCMC and transfer to a Missouri public four-year institution are granted junior class standing with the lower level general education requirements met.

Students at North Central Missouri College have the option of completing a general education block consisting of 42 credit hours which should then meet the general education requirements at most Missouri public institutions. Contact the Registrar's Office for information and assistance.

When planning to transfer to a private or any out-of-state university, all course selections should be carefully based upon the specific requirements and recommendations of that school.

Missouri Reverse Transfer

Reverse transfer provides students who have not completed their degree with NCMC with the opportunity to earn a degree or certificate. Reverse transfer is available to students who have completed at least 15 credit hours at NCMC before transferring to a four-year institution. Students combine the credits earned at NCMC with the credits earned at a transfer school to complete their degree. Contact the Missouri Reverse Transfer Coordinator at the baccalaureate-granting institution for more information. Students who opt-in to the program and meet degree requirements will be notified when they have earned a degree from NCMC.

Alumni

North Central Missouri College alumni are in good company. Many outstanding individuals have passed through our doors since 1925. NCMC is proud to have contributed to the success and achievements of thousands of individuals.

The exciting growth and campus developments at NCMC are, in part, a result of many contributions from alumni and friends who found this college to be an important part of their lives. Alumni serve on college panels and advisory committees and fill leadership roles in a number of activities. NCMC hopes all graduates will stay in touch with NCMC and help us pass on an even better heritage to our future students.

All former students are invited to remain involved with NCMC for a lifetime. All alumni are encouraged to keep current addresses on file in the Development Office by calling 660-359-3948, ext. 1415 or sending a letter to NCMC, Office of Development, 1301 Main Street. NCMC keeps alumni posted on what's happening through the Alumni & Friends Newsletter and welcomes alumni to stop by campus anytime.

The NCMC Foundation

The North Central Missouri College Foundation, Inc. was founded in 1986 and meets quarterly to conduct business of the Foundation. The objective of the Foundation is to advance, encourage, assist and support the growth and development of the College in whatever ways are beneficial to its student body, its faculty, and its administrators. The activities of the Foundation include sponsorship of sustaining programs and special projects related to the curricula and the real facilities of NCMC.

Membership on the Foundation Board will consist of a maximum of twenty-four members with at least one-half of the Directors residing in the college's taxing district and the balance of the membership as residents of the 16-county service region. Among the specific duties of the Foundation Board is to administer the endowed scholarships, host special events and raise capital funds for campus development. The NCMC Foundation maintains an office on the campus known as the Office of Development and has a staff responsible for directing the efforts of the Foundation.

Campus Services

North Central Missouri College offers a variety of services for students. Whether you need wireless Internet access, helpful tutors in the Academic Resource Center, convenient supplies in the bookstore, tasty dining in the Selby Dining Hall and Cross Hall Coffee Shop, or great athletic events, you'll find the total college experience at NCMC.

NCMC Learning Commons

Come visit our new Learning Commons area in Geyer Hall. The Learning Commons contains the ARC, Library, Testing Center, and SSS for a complete academic assistance area for our students.

Academic Resource Center

The Academic Resource Center (ARC) supports the institution's mission by providing a positive, accessible learning environment, encouraging independence and diversity, and offering quality resources, thus promoting the emergence of lifelong learners. The ARC provides a comfortable study environment accessible to all students; up-to-date computers, equipment and software; friendly, well-qualified personnel; one-to-one and group study sessions for selected courses; a variety of learning materials; and sufficient hours of availability to meet the needs of students and faculty. Professional and pre-professional staff are certified tutors through the College Reading and Learning Association.

The ARC is the home of the Writing Lab, Math Lab, and online learning center. Students are encouraged to make appointments when using the Writing Lab or may submit drafts from their Pirate email accounts to the online writing lab (owl@pirates.ncmissouri.edu). The Math Lab supports all levels of mathematics. Math

tutoring is available both on campus in a lab setting and online. Students may access the online Academic Resource Center to locate math, writing, career, and student success materials and resources.

Location: Geyer Hall Hours: fall and spring semesters, Monday-Thursday 8:00 am - 6:00 pm and Friday 8:00 am - 3:00 pm. Summer hours vary based on class schedules.

Library

The North Central Missouri College Library is located in Geyer Hall and can be accessed from the first and second floor. The library contains an extensive reference collection, circulating book collection, and also DVDs and newspapers.

The library is automated with an online catalog system, online periodical databases, and Internet access. This allows for both on-campus and remote access to materials. North Central Missouri College is a member of MOBIUS (Missouri Bibliographic Information User System), and as a member of this consortium, NCMC students may borrow books online, at no cost, from the Missouri State Library and over 60 academic libraries in Missouri.

The mission of the North Central Missouri College Library is to assist our community of learners to reach their educational goals. Reference service, individual and group instruction, and online tutorials are all part of this assistance. The library staff welcomes you and invites you to visit our web page at www.ncmissouri.edu.

TRiO–Student Support Services

Student Support Services (SSS) is a TRiO grant program 100% federally funded through the Department of Education that provides academic and personal support services to eligible college students. SSS provides an array of services to help students complete their degree with the ultimate goal of successful transfer to four-year institutions. These services may include:

1. Tutoring: One-on-one or group
2. Counseling: Academic, career, and personal advising
3. Workshops: Covering a variety of academic and personal enrichment topic.
4. Campus Visits: To area colleges and universities to assist students with transfer choices (at least two each semester)
5. Equipment Loans: Laptop computers may be checked out for three days and calculators may be checked out for a semester at a time
6. Cultural & Social Activities: There are currently two cultural or social activities planned each year
7. Degree Planning: An academic planner is used to assist in mapping educational goals while at NCMC
8. Scholarships: Determined by need, academic persistence and program participation.

Students may be eligible for admission to the program if they meet the following criteria:

1. U.S. Citizens or legal residents
2. Have a need for academic services, and
3. Who:
 - A. are first generation college students (neither parent has received a baccalaureate degree), or
 - B. meet federal income guidelines, or
 - C. have a documented disability which impacts learning/information processing.

For more information on the program, contact the SSS office located in Geyer Hall.

Computer Labs

Computers with instructional software and internet access are available to students in Hoffman Hall 107, Geyer Hall 221 and Cross Hall 203. An open lab is maintained for students to write reports, complete assignments, conduct internet research or send e-mail to friends. Day and evening hours are available; see the posted computer lab schedules for access times.

Accessibility Services

North Central Missouri College provides assistance to students with documented disabilities who require reasonable accommodations. Each student's circumstance is unique and reasonable accommodations will be determined on a case-by-case basis. Students must make a written request for services each semester and provide appropriate documentation within four weeks prior to the start of a semester to assure services are in place before starting classes. Some accommodations by their very nature will require more time and students are encouraged to notify NCMC's Accessibility Services Office as soon as possible. Visit www.ncmissouri.edu or the Accessibility Services Coordinator at ext. 1405 for more information. The Dean of Student Affairs will review all written grievance appeals pertaining to Accessibility Services.

Website

The College's website, www.ncmissouri.edu, includes up-to-date information on upcoming events, class schedules, faculty and staff, news releases, alumni activities and much more. The website is maintained by Computing Services.

Bookstore

The NCMC Bookstore is located directly east of Geyer Hall at 1314 Main Street. Regular year-round business hours are posted in the bookstore with special extended hours during the first and last weeks of each semester. All required and supplementary texts for the classes at NCMC are available in the Bookstore. A copy of the student's schedule with course numbers is required to insure correct selection of textbooks.

The textbook buy-back period is held each semester during finals week. Bring your books in, along with your Student ID card, to see if your books have any cash value.

There may be a limited number of books brought back, based on expected future enrollment.

Books will be bought back on a first-come basis.

The majority of books will be bought for half the purchase price, providing the following criteria are met:

1. The book is complete and in good resalable condition.
2. The book will be used the next term that the class is offered.
3. The instructor allows the use of used books.
4. Books purchased with a CD in them must be returned with that CD to

obtain half price.

After the Bookstore's limit on a book is met, they may accept it for an outside buyer at a lower price.

The Bookstore also carries a complete line of supplies including pens, pencils, folders, notebooks, computer software, postage stamps, nurses' uniforms and nursing supplies for sale to students, faculty and the general public. For those wishing to show their school pride, apparel and a variety of other logo merchandise is available. Textbooks and apparel may also be purchased online through the college's website.

Cashier & Student Accounts Office

All monetary transactions are handled by the Cashier's Office located on the upper level of the Alexander Student Center. Tuition, student development fees, facility fees, lab fees, housing payments, and parking fines should all be paid to a cashier. Payments may be mailed to the Student Accounts Office or students may pay online with a Discover, MasterCard or VISA credit card.

The Student Accounts Office also distributes Pell and other grants, scholarships and loan refunds to students via their selected refund preference (direct deposit or paper check by mail).

Campus Food Service

A full-service dining hall is available for all NCMC students, staff and the public in the lower level of Selby Hall. Residence hall students have a weekly meal plan required as a part of their room and board. Commuter students, faculty and staff are also welcome to eat in the dining hall. Delicious entrees, plus a soup and salad bar are provided daily.

Food service offers catering services for clubs, organizations and other events as requested. A coffee shop is located in Cross Hall. The coffee shop provides specialty drinks, soda and our own NCMC Pirates Coffee Blend. Pizza, sandwiches, baked goods and other tasty treats are also available.

Ketcham Community Center

Home to the NCMC Pirates and Lady Pirates sports teams, the Ketcham Community Center can accommodate just about any athletic, student or community event.

This multipurpose facility features a collegiate-size basketball court, seating for 2,000, a fitness center, and indoor track. The Ketcham Community Center offers a variety of activities for students and the community including sporting events, cultural and civic activities, and commencement ceremonies. A valid student ID or community center membership is required to participate in fitness activities in the Center. The Center provides a great place to go for fun, education, fitness and entertainment.

myCOMPASS

The student portal, myCOMPASS, is a centralized location for information meaningful to the current student. myCOMPASS is user-friendly, allowing students to easily navigate their personal information and display notices relevant to their success at NCMC. It provides a cohesive look and single sign-on for students to access such items as: financial information, grades, Pirate email account, Blackboard, and progress towards completion. In addition, individuals who have

completed an admissions application are be able to log into the portal to see what information is still outstanding to complete their admissions process.

Parking

NCMC has several parking lots for students, faculty and staff. All lots are close to the campus for easy access. The only reserved parking lots/places are those marked for Ketcham Community Center members, visitors, those vehicles displaying disabled placards and College vehicles. Please observe the no parking areas and driving lanes throughout the lots. Violations will result in parking tickets and/or towing of vehicles. Parking tickets are to be paid in the Cashier's Office in the Alexander Student Center.

Residence Life

Living on campus opens up a new world of opportunities for fun, personal growth and leadership development. NCMC offers on-campus living facilities for both men (Ellsworth Hall) and women (Selby Hall). A full-service meal plan is part of the housing agreement.

Students' rooms feature bunk beds, wardrobe, sink, mirror, dresser and desk. High speed wireless Internet access and expanded basic cable are provided in each room. NCMC's residence halls include handicapped accessible rooms, 24-hour computer labs, a common area land line for local/calling card calls and 9-1-1 calls, a laundry area, TV in the lobby, mailboxes, vending machines and easy access to parking.

There are many advantages for students living on-campus, including access and academic success! Research shows that students who live on-campus are more likely to achieve a higher grade point average and complete their degree program than those students who live off campus. Dozens of clubs and organizations are available for leadership and fun, plus exciting campus activities and intercollegiate sports are close at hand.

NCMC's housing facilities are supervised by the Director of Residence Life, Residence Hall Coordinators and Resident Assistants (RAs). RAs are students who live in the residence halls and assist with community building and management of the halls. For more information on RA positions, contact the Director of Residence Life.

Research has shown that maturation compatibility is a significant factor in the normal operation of campus housing and can complement the academic experience when there is not a significant age range. In addition, oversight, policies, and activities are planned to meet the general needs of the traditional college-age student. As a result, applicants beyond the range of 17-23 are encouraged to carefully consider "fit" before living in on-campus housing.

Housing is assigned on a first-come, first-served basis, and early confirmation of arrangements is encouraged. A housing application form accompanied by the required deposit should be submitted to the Office of Residence Life.

Students living on-campus are required to abide by college rules and the Student Code of Conduct. See the Residence Life Contract Terms and Conditions for additional guidelines. Visit www.ncmissouri.edu for current room and board rates, an application form, vaccination guidelines and more information on housing, or contact Student Affairs at 660-359-3948 ext. 1418 or 1412.

Student Activities

We believe that college should not only help you acquire knowledge and skills, but

also guide you in developing a character equipped to meet the challenges of tomorrow. At North Central Missouri College, our small size makes it easy for you to make a difference by getting involved in student government, organizations and campus activities and events. Enrich your classroom education by taking part in the student activities at NCMC! As part of our recreation and activities, NCMC offers collegiate intramural tournaments. Some of the tournaments recently offered include; basketball, kickball, volleyball, and dodge ball. Intramural and other activities can be a lot of fun for students. See the Director of Residence Life & Campus Activities to see how you can get involved! If a student is interested in starting a new intramural event, they can also contact the Director of Student Activities.

Student Government

Student Senate provides leadership training for students through various leadership experiences and the development of student activities. It is composed of representatives and officers selected from within the College. Student Senate is responsible for coordinating the organizational activities of the College in cooperation with the Director of Campus Activities and Dean of Student Affairs.

NCMC Creed–The NCMC Student Senate unanimously passed the following creed in 1996. We encourage students to make this creed their own.

“The community of scholars at North Central Missouri College is dedicated to personal and academic excellence. Choosing to join the community, calls upon each member to follow a creed of civilized behavior. As a member of this community I believe in practicing personal and academic integrity; I believe in respecting the dignity of all persons; I believe in respecting the rights and property of others; I believe in discouraging bigotry, while striving to learn from differences in people, ideas and opinions; I believe in demonstrating concern for others, their feelings and their need for conditions which support their work and development. Allegiance to these ideals obligates each NCMC community member to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.”

Intercollegiate Athletics

The intercollegiate athletic program provides competition of a high quality and allows the exceptional athlete to earn a scholarship for his/her sport skill. North Central Missouri College's program encompasses men's baseball and women's softball, men's and women's basketball, and men's and women's golf.

Teams play a full season of games with schools throughout the Midwest. Teams from other colleges visit the NCMC campus to compete, and our athletes travel to their schools for competition.

The sanctioning body governing the men's and women's athletic program is the National Junior College Athletic Association (NJCAA) Region 16, which includes schools from the entire state of Missouri. Athletic eligibility is determined according to NJCAA regulations. NCMC recommends that all athletes have personal medical insurance in addition to the limited medical coverage provided by the College. For further information, contact the NCMC Athletic Director.

Clubs and Organizations

Each student organization has a constitution which states the aims and purposes of the group and outlines how it contributes to campus life and student development.

Each organization is responsible for choosing its own officers and for scheduling activities with its faculty advisor. Representatives from the various clubs meet regularly in open session meeting with Student Senate to collaborate on student development efforts and activities. New clubs and organizations are added as student interest warrants. Please see the Director of Campus Activities or Dean of Student Affairs for details.

Ag Club – Students interested in careers related to agriculture, equine management or natural resources are encouraged to join this group. Members have the opportunity to participate in recreational, educational and community service activities. Membership in the National Postsecondary Agricultural Student Organization (PAS) is encouraged. PAS provides opportunities for individual growth, leadership and career preparation at the state and national level.

Ambassadors – A Student Ambassador is a representative of the student body and a marketing representative of the entire campus. An Ambassador is a student who has a desire to work with faculty, staff, students and members of the community. An Ambassador assists with registration, recruitment, high school visits, campus tours, special events, special phone surveys for student retention, speaking engagements and campus visits.

Baptist Student Union – The Baptist Student Union provides fun and spiritual fellowship for interested college students. Sponsored by the North Grand River Baptist Association, the BSU is located within a block of the campus at 1109 Main Street. All students are welcome.

Baseball Club – The Baseball Club allows talented students, who participate in intercollegiate baseball, to offer activities for and with spectators. The organization is made up of team members and fans.

Basketball Club – The Basketball Club allows talented students, who participate in intercollegiate basketball, to offer activities for and with spectators. The organization is made up of team members and fans.

FBLA-Phi Beta Lambda – The organization is devoted to the development of competencies needed for careers in marketing, distribution, merchandising and management.

Fellowship of Christian Athletes – The Fellowship of Christian Athletes organization (FCA) is the largest Christian sports organization in the United States, focusing on professional, college, high school, junior high, and youth athletes by encouraging members to use athletics to impact the world for Christianity.

GSA – Gay Straight Alliance – This club is dedicated to creating an accepting environment and a positive outlet for LGBTQ+ students and their supporters. This organization is a casual space where students plan fun activities such as video game and movie nights, barbeques, and field trips as well as activities which support state-wide initiatives that further the education and the equality of the LGBTQ+ community.

International Student Association – This club is dedicated to promoting and supporting academic, athletic, cultural, and social activities to stimulate the participation and interaction between international students, the students at NCMC, staff and the community..

Media Club – The Media Club provides students the opportunity to get involved with the marketing efforts of NCMC through social media platforms, as well as the

website. The organization works to create campaigns that encourage student engagement with the college on these various platforms. Excellent opportunity for those students looking to build a portfolio of work.

Phi Mu Epsilon – Phi Mu Epsilon is a local sorority that was organized in 1925. It is the oldest society on campus. It exists to encourage leadership development and to provide opportunities for social, recreational/cultural activities of women on campus.

Phi Theta Kappa – Phi Theta Kappa is the International Honor Society of the 2 year college. The Eta Mu chapter at NCMC was established in 1950. Its purpose is to recognize and encourage scholarship, to provide an opportunity for development of leadership ability and to promote an intellectual climate for exchange of ideas and lively fellowship. Students who complete 12 hours of college-level course work at NCMC and achieve a grade point average of 3.3 are eligible for membership. A 3.2 GPA is required to remain in good standing. An induction ceremony is held each fall and spring semester.

Pre-Med Club – This club offers students the opportunity to explore health care careers through the sponsorship of activities and projects. Membership is open to any NCMC student interested in a career within the health care field.

Psychology/Sociology Club – The Psychology/Sociology Club is for students interested in these fields of study. The organization sponsors a variety of activities and events.

Residence Hall Association – The Residence Hall Association will give students living in the residence halls a voice and platform for performing community service, participating in campus activities, bring programs of educational value to the residents, and assist in projects with other campus organizations.

Shooting Club – This club provides opportunities for participation in shooting sports. Members are provided opportunities to acquire skills that can be employed in recreational, leisure and/or competitive activities. The organization sponsors social activities that promote firearm safety/responsibility and foster club and professional relationships.

Softball Club – The Softball group allows the talented students, who participate in intercollegiate softball, to offer exciting activities for and with spectators. This organization is made up of team members and fans.

Student-Missouri State Teachers Association – The Student-Missouri State Teachers Association is an organization designed for students preparing to enter the field of education. It acquaints students with the work of professional teachers' organizations and encourages participation in professional activities.

Student Nurses' Association for ADN Students – The Student Nurses' Association is open to students in the Associate Degree Nursing program (ADN). It was organized in 1973 to encourage fellowship, to provide an opportunity for the development of leadership ability, to promote an interest in the nursing profession, and to communicate with the state and national professional nurses' associations.

Student Practical Nurses' Association – The Student Practical Nurses' Association is comprised of students in the Practical Nursing program (PN). It was chartered to aid in the personal development of individuals and to urge students to be aware of and contribute to improving the health care of all people. The organization encourages student participation in community affairs and communication with the Missouri

State Association of Licensed Practical Nurses.

Intramurals

As part of our recreation and activities, NCMC offers collegiate intramurals. These sports teams compete against each other on an NCMC league. Some of the sports currently offered include flag football, basketball, softball, volleyball, and bowling. Intramural activities can be a lot of fun for students. If a student is interested in starting a new intramural event, they can contact the Director of Student Activities.

Student Conduct

NCMC recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition and right of due process that all citizens enjoy.

Students admitted to North Central Missouri College maintain their rights, which must also be managed with their responsibilities as productive members of the campus community and society. Each student assumes an obligation for conduct compatible with the College's function as an educational institution. Students are expected to conduct themselves as responsible adults in accordance with the interests and regulations of the College, as well as maintain compliance with all local, state, and federal laws, regulations, and ordinances.

If conduct expectations are neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Any student who gives wrong or misleading information in the application, enrollment or financial aid process or is involved in any type of misconduct may be subject to disciplinary action including probation, suspension or dismissal or other sanction deemed appropriate.

Students are expected to read and abide by the rules and regulations provided below and in the Student Handbook including the Student Code of Conduct. Copies are available during Orientation, from the Student Affairs Division, or online at NCMC's website at www.ncmissouri.edu.

Student Code of Conduct

I. General Policy

North Central Missouri College is a community of learners. The College is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. College students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others.

NCMC students are directed to the NCMC website to review the Student Code of Conduct or they may request a printed copy or that one be provided in an alternative format. Students are charged with the responsibility of having read, and agreeing to abide by, the provisions of the Student Code of Conduct and the authority of the student conduct process. The Student Code of Conduct and the student conduct process apply to the conduct of individual students and student organizations regardless of where or when the conduct may take place, including off-campus or outside of school when the administration determines in its discretion that the off-campus or outside-of-college conduct affects a substantial

college interest. A substantial college interest is defined to include:

- Any action that could constitute a criminal offense as defined by federal or state law. This includes, but is not limited to, allegations of single or repeat violations of any local, state, or federal law in the municipality where the College is located;
 - Any situation where it appears that the student may present a danger or threat to the health or safety of others;
 - Any situation that disrupts the academic environment;
 - Any situation that significantly disrupts the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder
- The Vice President of Academic Affairs, Dean of Student Affairs, and Vice President of Academic Affairs, Dean of Nursing and Health Sciences, through authority delegated by the President of the College, have the responsibility and authority to protect the College's educational purpose and objectives through the establishment of a Student Conduct System. The system incorporates procedural safeguards that allow for proper action, while protecting the rights of students to a fair and timely hearing and decision.

The term "student", as it applies to the Student Code of Conduct, includes all persons taking courses at North Central Missouri College, both full-time and less than full-time, for continuing education, personal development, adult basic education or professional development, whether or not pursuing any degree or program offered by North Central Missouri College.

II. Prohibited Offenses

Any student who commits or attempts to commit an act of misconduct shall be subject to disciplinary sanctions. Acts of misconduct include, but are not limited to:

A. Academic Misconduct (Vice President of Academic Affairs's Office/Dean of Nursing and Health Sciences' Office)

Conduct involving academic matters that is fraudulent, dishonest, or deceptive is strictly prohibited.

1. Cheating includes, but is not limited to, giving or receiving unauthorized assistance in taking quizzes or examinations; using inappropriate or unallowable sources during an examination or in preparing course assignments; obtaining or distributing tests or other academic information without permission; or falsifying data or any official college record. See also Instructor's syllabus.
2. Plagiarism includes, but is not limited to, using by direct quotation or paraphrases the words or material of another person without properly crediting the author; presenting ideas or creations of another as one's own without consent or appropriate attribution.
3. Deliberate alteration or destruction of the academic work or intellectual property of another member of the College community.

B. Non-Academic Misconduct (Dean of Student Affairs' Office)

1. Misuse of documents or identification. Any forgery, alteration or misuse of documents or records; knowingly furnishing false information, written or spoken, to the College and its staff members; or withholding of necessary information in connection with a student's

record or status.

2. Intentionally, recklessly, or negligently causing physical harm to any person on College property or at College-sponsored functions. This includes engaging in any form of fighting.
3. Creating an unsafe condition or environment which could cause harm to others or acting in a manner that endangers or reasonably could endanger the health, safety, or welfare of others.
4. Intimidation, harassment or threat of physical violence. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, sexual harassment, hazing, stalking, intimidation, threats, bullying/cyber bullying, or other conduct electronic or otherwise, which threatens or endangers that person's emotional, mental, or physical well-being.
5. Sexual misconduct, including but not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person. See NCMC's Sexual Misconduct Policy for additional and separate guidelines.
6. Domestic violence, dating violence, and stalking, as defined in the Sexual Misconduct policy located on the NCMC website.
7. Theft, burglary, robbery of any College property or material or that of any person on the campus.
8. Willful destruction, damage, hindering use, impairment or misuse of any College property, service or material or that of any person on the campus, to include alteration of computer or other electronic services offered by or owned by the College.
9. Disruptive/disorderly conduct. Disruptive, disorderly, excessively noisy, lewd, indecent, or obscene conduct or behavior on College owned or controlled property or at College-sponsored functions. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order.
10. Possession, consumption, public intoxication or distribution of alcoholic beverages is strictly prohibited on all College property or at any college-sponsored student activity. This includes possession of alcoholic beverage containers.
11. Possession, use, manufacture, sale or distribution of illegal drugs and/or possession of drug paraphernalia.
12. Possession and/or use of firearms, fireworks, explosives, other weapons or dangerous chemicals.
13. Use of tobacco products while on College property.
14. Unauthorized possession, duplication or use of keys, fobs, or cards to any College facility or unauthorized use of or entry into any College facility.
15. Activation of a fire alarm without cause; destruction or misuse of fire safety equipment or initiating a false report, warning or threat of fire,

explosion or other emergency on College property; blocking or otherwise preventing the use of a fire exit; failing to immediately exit any College facility or building when an alarm has been activated; or setting any fire on College property.

16. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.
17. Failure to heed an administrative summons.
18. Failure to comply with the instructions of any College official or law enforcement officer acting in the line of duty and/or failure to identify oneself to these persons when requested to do so.
19. Assisting anyone in the commission of any acts in this section.

For residential students – Please see Residence Hall Conduct Code for additional rules while living on-campus.

III. Sanctions

- A. Warning–A written or oral notice, which cautions the student that further behavior of the same or similar type shall be cause for disciplinary action by the College.
- B. Probation–A written reprimand for violation of specified regulations. Probation is for a specific period of time and includes the probability of additional and more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- C. Restriction–The withdrawal of specified privileges for a definite period of time. Restrictions may include, but are not limited to, campus housing, dining services, computer labs, recreational facilities, college events or activities, parking areas, etc.
- D. Restitution–A payment for financial injury in cases involving theft, destruction of property or deception.
- E. Fines/Fees–A payment for violation of campus policies or other offenses such as excessive or persistent noise, littering, violation of residence hall visitation hours or other regulations.
- F. Educational or Discretionary Sanctions–Work assignments, behavioral contracts, administrative referrals, community service, attendance at drug and alcohol education classes and/or other related discretionary assignments.
- G. Grade Reduction–In academic misconduct cases, faculty may reduce class grades for tests or assignments as part of the imposed sanctions.
- H. Suspension–The President or designee may at any time suspend or deny readmission to a student when the President or designee believes that the presence of that student on campus poses a danger to the health, safety or welfare of any member of the College community, or that the student poses a danger of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction. Temporary suspensions, pending a formal hearing, may also occur at the discretion of the President or designee.
- I. Expulsion–The involuntary and permanent separation of the student from the College.

IV. Disciplinary Administration

A. Academic Misconduct (Vice President of Academic Affairs's/Dean of Nursing and Health Sciences' Office).

The Vice President of Academic Affairs or Dean of Nursing and Health Sciences is the primary officer for academic misconduct cases. The process for appeal is as follows:

- Student meets with their instructor;
- Student appeals to appropriate dean;
- Student appeals to Vice President of Academic Affairs;
- Student appeals to Student Appeals Committee;
- Student makes final appeal to College President.

The Vice President of Academic Affairs/Dean of Nursing and Health Sciences is the administrative officer in cases of academic misconduct. Grade appeals follow a different procedure, which is outlined in the "Grade Appeals" section. Each instructor is assigned jurisdiction for class conduct and grades. Charges of academic misconduct should follow one of these options:

1. Provide timely written notice to the student of the suspected academic misconduct and invite the student to discuss the matter. Advise the student in writing within ten (10) business days, after such notification and/or personal meeting, of the decision and penalties imposed and the student's right to appeal, in writing, to the Vice President of Academic Affairs/Dean of Nursing and Health Sciences within ten (10) business days. Copies of this action shall be sent to the Vice President of Academic Affairs/Dean of Nursing and Health Sciences.
 2. Submit a written appeal to the Vice President of Academic Affairs/Dean of Nursing and Health Sciences for adjudication. The Dean or designated agent shall investigate the charges. In conducting the investigation, the agent shall discuss the charges with the student(s) in question and with others who have personal knowledge of the alleged misconduct to determine whether it is reasonable to believe the charges are true. The Vice President of Academic Affairs/Dean of Nursing and Health Sciences shall provide a timely, written notice to the student of the decision and penalties imposed.
 3. Subsequent appeals should follow the procedures outlined in C, "Appeals for both Academic and Non-Academic Misconduct".
- ##### B. Non-Academic Misconduct (Dean of Student Affairs' Office). The Dean of Student Affairs, or designee, is the primary officer for non-academic misconduct cases. The process for appeal is as follows:
- Dean of Student Affairs, or designee conducts hearing;
 - Student may appeal to Vice President of Academic Affairs;
 - Student may make final appeal to College President
 - The Dean of Student Affairs, or designee, is the administrative officer/hearing officer in cases of nonacademic misconduct.
1. Notice of the Hearing—Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean

of Student Affairs, or designee, shall initiate a hearing within ten (10) business days after receiving the incident report. Notice by mail will be addressed to the last address currently on record with the College. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The hearing notification letter shall be sent at least five (5) working days prior to the hearing, unless a shorter time is deemed necessary by the hearing officer. Notice of a hearing shall include the following:

- a. Date, time, place and nature of the hearing.
 - b. The particular sections of this Student Code of Conduct involved.
 - c. The fact that the student is entitled to an advisor of his/her choice.
2. **Hearing Procedures**–The hearing officer shall discuss the charges with the student(s) accused with committing the offense in an effort to determine responsibility. Students charged with a violation are required to attend the hearing as requested. The student shall be given an opportunity to present his/her position, explanations, and evidence concerning the charges. The student may also request the attendance of witnesses by submitting a list to the hearing officer at least three (3) business days before the hearing. The hearing officer may also request the presence of others who have personal knowledge of the alleged misconduct. A student who would like to have an advisor at the hearing must notify the Dean of Student Affairs, or designee, at least three (3) business days before the hearing. The student may confer with the advisor, but the advisor will not be allowed to address the judicial officer, any witnesses, or speak on behalf of the student. In addition, the advisor should keep the following in mind: The hearing process is not a court of law. It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an advisor to play a different and more limited role than in the court.
 3. **Findings and Decision**–The hearing officer shall issue a decision and impose sanctions if warranted. The hearing officer reserves the right to postpone a decision if additional information is needed. The student will be notified of the decision within ten (10) business days after a decision has been made. A student found responsible for a violation of the Student Code of Conduct is entitled to an appeal and should follow the guidelines provided in the student handbook.
 4. **Hearings by Mail**–The Dean of Student Affairs or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the Dean that the student cannot attend due to extenuating circumstances. In this instance, the hearing officer will contact the student via a certified letter within ten (10) business days of receipt of the incident report, and allow the student to respond to the charges within a reasonable time. The student can respond to the charges, either in written form or by scheduling a meeting by the deadline provided in the letter. If the student chooses not to respond or a response is provided in written form, a determination of responsibility will be made by the hearing officer based on the information provided. At that time, the hearing officer may impose appropriate sanctions.

The Dean of Student Affairs, or designee, shall have the power and jurisdiction to order any student to cease and desist from any activity that is judged disruptive to the institution's operation. If the student fails to cease and desist from such activity, the Dean of Student Affairs, or designee, after discussing the matter with the student, may immediately suspend the student for a period of time not to exceed ten (10) business days, pending a formal hearing.

Appeals should follow the procedures outlined in C, "Appeals for both Academic and Non-Academic Misconduct"

C. Appeals for both Academic and Non-Academic Misconduct

1. Appeal to the Vice President of Academic Affairs–The student may appeal the initial hearing officer's decision to the Vice President of Academic Affairs by filing a written notice of appeal with the Vice President of Academic Affairs within ten (10) business days after the date of issuance of the decision by the hearing officer. The student should cite specific reasons for the appeal. The Vice President of Academic Affairs shall review the record of the case, the appeal documents and other documentation and may affirm, reverse or modify the hearing decision. The Vice President, at his/her discretion, may meet with the student, faculty and/or appropriate Dean to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered.
 2. Appeal of the Vice President's Decision–The student may appeal the Vice President's decision to the College President by filing a written notice of appeal with the President within ten (10) business days after the date of the Vice President's decision has been rendered. The President, at his/her discretion, may meet with the student to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered. Please see the NCMC Board Policy Manual, Section 2.2.130 for any additional instructions.
 3. Failure to Attend Hearing–If at any point during the process a student fails to attend any scheduled hearing without prior approval from the hearing officer, the student loses their right to appeal the decision.
 4. Status During Appeal–The student's enrollment status shall remain unchanged pending the final decision in the matter, except in cases of emergency where the President or designee determines that the safety, health or general welfare of the student or other College parties are involved.
- D. Records. The Office of the Dean of Student Affairs is the official custodian of all educational records involving nonacademic misconduct. The Office of the Vice President of Academic Affairs and/or Dean of Nursing and Health Sciences is the official custodian of all educational records involving academic misconduct.
1. Academic Misconduct Records: Student files containing record of an offense of such gravity to result in separation from the institution shall be permanent. Student files containing records of offenses that do not result in separation from the institution shall be destroyed after three years.

2. Nonacademic Misconduct Records: Student files must be kept for three years following the publication of the last annual campus security report to which they apply, typically seven years. Student files containing an offense(s) of such gravity to result in separation from the institution shall be permanent.

Alcohol, Drug, Tobacco & Firearms Policies

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, use or transportation of alcoholic beverages, controlled substances and illegal drugs by any student on campus or at NCMC approved classes, field trips or activities off campus shall be strictly prohibited. Tobacco usage is prohibited on campus including the residence halls and parking lots. Prohibited use includes all tobacco products, including: cigarettes, electronic cigarettes, cigars, hookah- smoked products, spit and smokeless tobacco, chew, snuff, snus, clove cigarettes, bidis, kreteks and cigarillos.

The possession and/or use of firearms or other weapons is strictly prohibited on campus or at any College activity.

A Student Code of Conduct, which includes a detailed Student Alcohol and Drug Abuse Policy, is found in the Residence Life Handbook.

Policy Regarding Sexual Harassment

The college's policy on sexual harassment states that offensive or unprofessional conduct of a sexual nature undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders NCMC's ability to fulfill its academic mission. Such conduct also may violate federal and state laws applicable to NCMC as an employer, as a state institution or as a recipient of state or federal grants or contracts. NCMC is committed to taking appropriate action against those who violate this policy which prohibits sexual harassment. Any NCMC faculty, staff or student may, and indeed needs to, report knowledge of alleged sexual harassment to the appropriate college officials. Students may obtain a complete copy of the policy at the President's Office, Business Office, from the Dean of Student Affairs, the Vice President of Academic Affairs or the Dean of Nursing and Health Sciences.

Annual Public Safety & Crime Statistics Reports

In fulfilling its comprehensive mission, NCMC is required by federal law to disclose certain timely and annual information about campus crime and security policies. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires schools to publish an annual report every year by October 1. A copy of the statistics is provided to the Department of Education. The report may be accessed on the NCMC website at www.ncmissouri.edu. A paper copy is available upon request.

Timely Warning–Campus wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. This communication is prepared as part of the Timely Warning requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, Jeanne Clery Act 20 USC 1092F) et Seq.

The Dean of Student Affairs, in cooperation with the Chief Information Officer, is responsible for issuing a timely warning when a crime is reported to or brought to the attention of college authorities and that crime represents a serious or ongoing threat to the safety of member of the college community. Information for timely warnings may also come from other law enforcement agencies. Every attempt will be made to issue the warning within a reasonable amount of time; however, the release is subject to the availability of accurate facts concerning the incident, and investigation restraints.

Anyone with information warranting a timely warning should report the circumstances to the Dean of Student Affairs by phone or in person.

In the event that a situation arises either on or off campus that, in the judgment of the Dean of Student Affairs in consultation with the President and /or Vice President, constitutes an ongoing threat, a campus wide “timely warning” may be issued and distributed in one or more of the following ways:

1. Posting on electronic bulletin boards, including Blackboard and myCOMPASS
2. Bulletin boards
3. NCMC alert text messaging
4. Email
5. News release
6. NCMC website

Mandatory Administrative Withdrawal

Mandatory administrative withdrawal occurs in situations where there is reason to believe that a student is a substantial threat to him/herself or interferes with the welfare of other members of the College or the educational process of the institution. In order to determine if a mandatory administrative withdrawal is warranted, the Dean of Student Affairs may require a psychological/psychiatric evaluation. If a withdrawal process is initiated, the student shall be notified in writing. A request for an appeal must be filed, in writing, to the Vice President of Academic Affairs within two (2) business days of receipt of notification of mandatory administrative withdrawal.

An immediate mandatory administrative withdrawal may be required in cases where the College determines that there is substantial imminent threat or there is a failure to comply with conduct decisions. After a mandatory administrative withdrawal has been issued, a student must submit a letter of appeal of the Dean of Student Affairs to gain re-admission. The Dean of Student Affairs may require that the student be evaluated by a physician, psychologist, or psychiatrist before an appeal is granted.

Immunization Policy

North Central Missouri College encourages all college students to follow the American College Health Association recommendations for immunization, which can be found at www.acha.org. We also advise that you check with your current health care provider or local public Health Department for their specific recommendations. Students living on-campus are required by Missouri State Law to receive the meningococcal vaccine or submit a doctor’s release or a signed statement for religious exemption. In addition, Missouri State Law requires a tuberculosis

screening for all on-campus students and faculty. Any individual referred for TB testing must demonstrate a non-contagious status for active tuberculosis to continue enrollment and/or employment.

Electronic Information Systems Use Policy

It is the policy of North Central Missouri College to maintain access to local, national, and international sources of information and provide an atmosphere that encourages free exchange of ideas and promote learning. Use of the College's electronic information systems is a privilege and not a right. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and comply with all relevant laws, College policies and procedures, and contractual agreements.

Network Definition

The College network is defined to include any and all computer and electronic based communication facilities (voice, data, and video) and/or equipment which are owned or operated under the supervision of North Central Missouri College.

Criminal or Illegal Acts

Electronic information systems of the College, which include hardware, software, and network environment, shall not be used for illegal or criminal activities. Such activities may involve, but are not limited to, unauthorized access, intentional corruption or misuse of resources, theft, defamation, obscenity, pornography, child pornography, and harassment based upon ethnicity, disability, age, religion, or sex. The College will cooperate with all branches of law enforcement (local, state, federal, or international) in investigations of a criminal nature by making available transmissions and files within the College's network.

Copyright Law

North Central Missouri College treats copyright infringement very seriously. It is illegal to violate the copyright law, including downloading or sharing music and videos without permission from the copyright owner. Copyright owners have begun using software to aggressively search for people who are providing copyrighted materials to others over the Internet without the copyright owner's permission.

Acceptable and Unacceptable Uses

Acceptable and unacceptable uses of College electronic information systems are outlined below.

NOTE: this list is not all inclusive.

Acceptable Uses

- A means for authorized users to have legitimate access to email, network resources, and/or Internet access
- Any use necessary to complete research or coursework assigned to a College employee or student
- Communication for professional development
- Other administrative and/or academic communications or activities in direct support of College projects and missions
- Limited personal use may be allowed when such use meets the following criteria:

it does not interfere with College operations, it does not compromise the functioning of the College network and computing resources, it does not interfere with the user's employment or other obligations to the College, and it does not violate any other laws, regulations, or College policy.

Unacceptable Uses

- Any commercial or for-profit use
- Attempting to gain or gaining unauthorized access to the computer system or files of another
- Including use of another individual's identification, network, email or other College-based account and/or related passwords
- Any use that causes unauthorized network disruption, system failure, or data corruption
- Any use related to achieving, enabling, or hiding unauthorized access to network resources, College-owned software, or other information belonging to North Central Missouri College
- Unauthorized or excessive personal use
- Use of computing facilities or network resources to send obscene, harassing, abusive, or threatening messages or computer viruses or worms
- Use of all peer to peer file sharing

User Responsibility and Account Ownership

Users may not allow other individuals to use their College-assigned network, email, or other College-based account. Employees and students are individually responsible and accountable for the proper use of their assigned accounts. Users should take proper security measures to ensure the integrity of their accounts and should also report any notice of unauthorized access. All network shares on individual's computers must be properly password protected. The college will use email to communicate important information, so all users are encouraged to check their email on a regular basis.

Additional Policies

North Central Missouri College is required by contract with MOREnet to abide by and therefore enforce their policies and procedures. For more information about MOREnet's policies, procedures, and security measures, visit the following website: <http://www.more.net/?q=content/service-policies>.

User Conduct and Sanctions

Abuse of the College's electronic information system or violation of any local, state, or federal telecommunication law or regulation, or College policy, is not allowed and may subject the individual to criminal, civil, and institutional penalties and liabilities. Penalties for violation of college policies including unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted material using the College's information technology system can include, but not be limited to, loss of all College computer network privileges, probation, suspension from the College, and/or referral to law enforcement for prosecution, including criminal or civil action. Employees can also be subject to termination.

Penalties for violation of federal copyright laws and copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright

infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, visit the US Copyright Office at: www.copyright.gov.

Chemicals

Chemicals are used throughout the campus environment, including in particular coursework. As a result, there is exposure to volatile and toxic substances/chemicals and noxious fumes. For students participating in clinicals, possible exposure to bacterial diseases, viral diseases and radioactivity may also exist. If any student has an existing or pre-existing condition, including pregnancy, and is concerned about the risk of possible exposure, it is the student's responsibility to notify the instructor and work with the Accessibility Services Office to determine what alternative arrangements can be made.

Programs of Study

Degrees Offered

Whether your goal is to complete a bachelor’s degree, enter a professional program or prepare for employment with occupational training, North Central Missouri College offers a program designed to meet your individual needs. NCMC awards four types of degrees:

Associate in Arts degree (AA)

Associate in Arts in Teaching degree (AAT)

Associate in General Studies degree (AGS)

Associate in Applied Science degree (AAS)

The College also awards career and technical Certificates of Completion. Specific information about NCMC’s degree and certificate programs is detailed in this section of the catalog. In order to earn a second award, a student must complete a minimum of 12 credit hours applicable to the degree beyond the previous award for an additional degree, and 6 hours applicable to the certificate beyond the first award for

an additional certificate.

Developmental Studies

The Developmental Education Program and learning support (ARC and SSS) help students achieve their maximum potential and enhance their chances for academic success. Developmental education courses (DS) are designed for traditional and non-traditional, under-prepared students promoting the development of general and discipline-specific learning strategies and preparing students for integration into college-level curriculum. Developmental Education courses address academic preparedness in the general competencies necessary for college success. They focus on the academic skills of reading, writing, and math with college-readiness usually determined through placement testing or other assessment measures. While credit-bearing, these courses do not count toward graduation. The program includes the following courses:

DS048 Pre-Algebra

DS049 Basic Algebra

Developmental Studies classes do not apply toward any degree or certificate requirements in any program.

Students, should take all developmental courses early in order to focus on career courses in later semesters.

Programs of Study

| | Page # |
|--|--------|
| Associate in Arts..... | 88 |
| Associate in Arts in Teaching..... | 92 |
| Associate in General Studies..... | 95 |
| Career & Technical Programs | |
| Agriculture & Natural Resources (AAS)..... | 97 |
| Crop Production certificate..... | 99 |

| | |
|---|-----|
| Equine Management certificate..... | 99 |
| Applied Technology (AAS)..... | 100 |
| Business & Technology (AAS)..... | 102 |
| Accounting & Business Technology certificate..... | 105 |
| Business Management Essentials certificate..... | 106 |
| Business Technology Essentials certificate..... | 107 |
| Marketing Management certificate..... | 106 |
| Computer Science & Information Technology..... | 108 |
| Criminal Justice (AAS)..... | 108 |
| Criminal Justice certificate..... | 110 |
| Early Childhood Development (AAS)..... | 111 |
| Industrial & Energy Systems Technology (AAS)..... | 115 |
| Industrial & Energy Systems Tech certificate..... | 117 |
| Industrial Maintenance Skills certificate..... | 117 |
| Manufacturing Skills certificate..... | 118 |
| Medical Assistant (AAS)..... | 119 |
| PN to ADN (AAS)..... | 126 |
| PN Nursing certificate..... | 121 |
| Pharmacy Technician (AAS)..... | 130 |
| Pharmacy Technician certificate..... | 131 |
| Health Science Partnerships | |
| Dental Hygiene (AAS)..... | 132 |
| Diagnostic Medical Sonography (AAS)..... | 134 |
| Emergency Medical Technology-Paramedic (AAS)..... | 136 |
| Occupational Therapy Assistant (AAS)..... | 137 |

Physical Therapy Assistant (AAS, awarded by State Technical College of MO).....138

Radiologic Technology (AAS).....140

Surgical Technology (AAS).....142

Associate in Arts Degree (AA)

The Associate in Arts degree is often referred to as the university transfer program. Students awarded AA degrees are assured transfer to Missouri public universities through the Missouri Articulation Agreement and are accepted with junior standing at most Missouri public institutions, having fulfilled freshman and sophomore requirements with a solid foundation for upper class study. Credits earned in this program are accepted at state colleges and universities and many private institutions. Students receive individualized advisement in the selection of courses in order to meet the requirements of the transfer institutions in the college majors selected. Articulation guides for specific course transfer are available from advisors and the NCMC website at *www.ncmissouri.edu*. Transfer students not planning to earn the Associate in Arts degree should carefully select courses that meet the general education or transfer requirements of their particular transfer school. A minimum recommendation is that students complete NCMC’s 42 credit hour General Education Core.

General Education Rationale

General education is the curricular foundation for Associate in Arts Degree students at North Central Missouri College. It encourages students to acquire and use the intellectual tools, knowledge and creative capabilities necessary to study the world as it is, as it has been understood and as it might be imagined. It also furnishes students with skills which enable them to deepen that understanding and to communicate it to others. Through general education, North Central Missouri College equips students for success in their specialized areas of study and for fulfilled lives as educated persons, as active citizens and as effective contributors to their own prosperity and to the general welfare of society.

As knowledge of the world is structured, so must general education be constructed to introduce students to the traditional disciplines of the arts and sciences. As that knowledge is ever changing, so must general education alert students to connections between the traditional disciplines and to the potential for interaction among all branches of knowing, ordering, and imagining the real world. As the real world is diverse, so must general education inform students that the world is understood in different ways and provide them with the means to come to terms, intelligently and humanely, with the diversity. As the diversities of knowing and understanding must be made open and accessible, so students must acquire appropriate investigative, interpretative, and communicative competencies.

General Education Policy

In order to facilitate the transfer of students among institutions of higher education in the state, the Missouri Department of Higher Education has supported the

development of a statewide general education policy that is intended to ensure the portability of general education credit among Missouri's colleges and universities. State-level curricular goals and institutional-level student competencies for general education fall into two categories: academic skills and knowledge.

1. Skills Areas

A. Communicating

To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world.

Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.

B. Higher-Order Thinking

To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

C. Managing Information

To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

D. Valuing

To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.

2. Knowledge Areas

A. Social and Behavioral Sciences

To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri constitutions.)

B. Humanities and Fine Arts

To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.

C. Mathematics

To develop students' understanding of fundamental mathematical concepts

and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems which could serve as a basis for continued learning.

D. Life and Physical Sciences

To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

Associate in Arts (AA) Degree Requirements

COMMUNICATIONS

9 hours

EN101 English I & EN102 English II 6 hrs.

SP175 Speech Communications 3 hrs.

HUMANITIES

9 hours

(Select one course each from three of the four categories.)

1. Literature (except Lit. for Children or Preschool Lit.)

2. Fine Arts

AR104 Art Appreciation

MU109 Music Appreciation

TH111 Introduction to Theatre

3. Humanities/Cultural Studies

HU110 Introduction to Humanities: Pre-Renaissance

HU111 Humanities: Renaissance to Present

HI101 Western Civilization to 1700

HI102 Western Civilization since 1700

4. Philosophy/Foreign Language

PH101 Introduction to Ethics

PH102 Introduction to Philosophy

RL101 Introduction to Religion

FL100 Foreign Language or FL110, FL120, FL155

MANAGING INFORMATION

3 hours

BT160 Microcomputer Applications I

MATHEMATICS

3 hours

MT119 Contemporary Math

MT121 Math Concepts

MT122 College Algebra

MT125 Elementary Statistics

NATURAL SCIENCE

9 hours

(Must have one course with lab from each area)

1. Life Science

BI100 General Biology

BI101 General Botany

BI103 General Zoology

BI110 Ecology

BI244 Cell Biology

2. Physical Science

CH107 Intro. to Chemistry

CH110 General Chemistry I

ES106 Physical Geology

PS101 Intro.to Physical Science

PS185 College Physics I

SOCIAL SCIENCE

9 hours

(Prefixes: HI, PL, GE, PY, SO, EC)

*HI103 American History to 1877

or PL216 National Government

3 hrs.

Social Science Requirements

6 hrs.

TOTAL GENERAL EDUCATION CORE

42 hours

COLLEGE SEMINAR CS102

1 hour

ELECTIVES

17 hours

TOTAL AA DEGREE REQUIREMENTS

60 hours

NOTES

All humanities course selections should be based upon the specific requirements of the anticipated major and transfer school.

A minimum final cumulative grade point average of 2.0 and a minimum of 60 credit hours are required for completion of the AA degree.

Developmental Studies classes do not apply toward any degree or certificate requirements in any program.

A maximum of six hours in religion courses will be applied toward a degree.

A maximum of two hours of physical education activities will be applied toward any degree. Elective courses should be chosen from those required and accepted for the anticipated major at the transfer university. Student should work closely with their advisor to plan electives that transfer.

To enhance your AA degree with transferable course work in specific areas of study, please refer to the transfer guides on the NCMC website (www.ncmissouri.edu) and/or consult with your academic advisor. Course work in specific areas of study will vary with each individual university.

Below are possible options for the most common areas of study. For other areas of interest, please contact an NCMC advisor for additional information.

Agriculture & Natural Resources

Mathematics

Art
 Biology
 Business
 Chemistry
 Computer Science
 Criminal Justice
 Education
 English
 Forestry
 Social Work
 Speech & Theatre
 Wildlife & Conservation

Parks, Recreation & Tourism
 Physical Education
 Political Science
 Pre-Engineering
 Pre-Law
 Pre-Medical
 Pre-Veterinary
 Psychology
 Health Occupations
 Journalism
 Mass Media

Associate in Arts in Teaching (AAT) Degree Requirements

COMMUNICATIONS

9 hours

| | |
|-----------------------------|--------|
| EN101 English I | 3 hrs. |
| EN102 English II | 3 hrs. |
| SP175 Speech Communications | 3 hrs. |

HUMANITIES

9 hours

(Select one course each from three of the four categories.)

1. Literature (except Lit. for Children, Preschool Lit. or Young Adult Lit.)
2. Fine Arts (a selection from this category is required)
 - AR104 Art Appreciation
 - MU109 Music Appreciation
 - TH111 Introduction to Theatre
3. Humanities/Cultural Studies
 - ED265 Multicultural Education (recommended course)
 - HI101 Western Civilization I or HI102 Western Civilization II
 - HU110 Introduction to Humanities I or HU111 Humanities II
4. Philosophy/Foreign Language
 - FL100 Foreign Language or FL110, FL120, FL155
 - PH101 Introduction to Ethics
 - PH102 Introduction to Philosophy
 - RL101 Introduction to Religion

MANAGING INFORMATION

3 hours

BT160 Microcomputer Applications I

MATHEMATICS

3 hours

*MT122 College Algebra, MT125 Elementary Statistics or MT121 Math

Concepts

NATURAL SCIENCE

9 hours

(Must have one course with lab from each area)

1. Life Science

BI100 General Biology

BI101 General Botany

BI103 General Zoology

2. Physical Science

CH107 Intro. to Chemistry

CH110 Chemistry I

ES106 Physical Geology

PS101 Intro. to Physical Science

PS185 College Physics I

SOCIAL SCIENCE

9 hours

HI103 American History I**

3 hrs.

PL216 National Government

3 hrs.

PY121 General Psychology

3 hrs.

TOTAL GENERAL EDUCATION CORE

42 hours

**Refer to transfer school degree requirements*

***REQUIRED TEACHER EDUCATION CORE COURSES**

12 hours

ED 200 Foundations of Education in Diverse Society

3 hrs.

ED 201 Teaching Profession with Field Experience

3 hrs.

ED 270 Educational Psychology

3 hrs.

ED 275 Educational Technology

3 hrs.

**Must receive a C or higher upon completion of any ED course.*

REQUIRED NCMC TEACHER EDUCATION

1 hour

ED 295 Education Capstone

1 hr.

ELECTIVES

7 hours

ED 265 Multicultural Education (recommended)

ED 283 Health & PE Methods for Elementary Teachers

ED 285 Education of Exceptional Learners

EN 196 Literature for Children*

EN 296 Young Adult Literature**

GE 106 Introduction to World Geography*

MT 110 Intermediate Algebra (if needed)

MT 121 Math Concepts

PY 225 Child Psychology*

PY 226 Adolescent Psychology**

* Courses recommended for Elementary Education

**Courses recommended for Secondary Education

NOTES

General education credits should be carefully selected with the help of an advisor whenever possible to meet degree requirements, pre-requisites and planned level and area of teacher preparation.

A minimum cumulative GPA of 2.75 is required for graduation. (includes grades in transferred-in credits).

Developmental Studies classes do not apply toward any degree requirements in any program. A maximum of six hours in religion courses will be applied toward a degree.

A maximum of two hours in physical education activity credit will be applied toward a degree.

Students must achieve institutional scores on each sub-section of the Missouri General Education Assessment (MoGEA), until a state qualifying score is established.

Candidates must successfully complete the MoGEA by obtaining the minimum Missouri qualifying score or higher prior to graduation.

Candidates must successfully complete the Missouri Educator Profile (MEP) and individual consultation prior to graduation.

A minimum cumulative GPA of 3.00 in professional education coursework is required upon the exit or completion date of the candidate's program.

For all ED coursework candidate must receive a "C" or higher upon course completion. Consult transfer school when selecting AAT electives.

Electives may be selected from education electives, content areas or any other courses. They should be carefully selected with the help of an advisor to meet degree requirements, pre-requisites and planned level and area of teacher preparation.

Associate in General Studies (AGS)

The Associate in General Studies degree is for students who wish to further their education, but who choose not to meet the requirements of either the AA degree or the AAS degree. Courses required for this degree may transfer, but will not necessarily fulfill the general education requirements at a four-year college or university.

Program Outcomes

Upon completion of the Associate in General Studies degree, graduates will be able to:

- appreciate the diversity of cultures in the United States and in the world,
- communicate effectively, both written and orally,
- recognize moral conflicts and adjust their behavior accordingly, and
- demonstrate the value of life-long learning and personal growth.

COMMUNICATIONS

6 hours

- | | |
|--------------------------------|--------|
| A. EN101 English I | 3 hrs. |
| B. SP175 Speech Communications | 3 hrs. |

SOCIAL SCIENCE

6 hours

- | | |
|---|--------|
| A. * HI103 American History to 1877 or PL216 National Government | 3 hrs. |
| B. PY121 General Psychology | 3 hrs. |

MATHEMATICS**3 hours**

MT110 Intermediate Algebra or above is recommended.

HUMANITIES**3 hours****ELECTIVES****42 hours****TOTAL A.G.S. DEGREE REQUIREMENTS****60 hours****NOTES**

A minimum final cumulative grade point average of 2.0 and a minimum of 60 credit hours are required for graduation.

Developmental Studies classes do not apply toward any degree requirements in any program.

A maximum of six hours in religion courses will be applied toward a degree.

A maximum of two hours in physical education activity credit will be applied toward a degree.

Associate in Applied Science (AAS)

The Associate in Applied Science degree is designed to prepare a student for employment in a specific occupational area. For most majors, the AAS is not designed as a transfer degree.

Agreements are in place with several colleges and universities to facilitate transfer of some AAS degrees into four year programs. Contact an NCMC Student Affairs advisor or your faculty advisor for more information.

Associate in Applied Science degrees are comprised of about 15 credit hours of general education courses and a minimum of 45 (up to 58) credit hours of courses most appropriate to address the intended outcome of the career program.

Students receive individualized advisement regarding course selections most appropriate to their individual career goals. A recommended curriculum is listed for each career program offered at NCMC

COMMUNICATIONS **6 hours**

A. EN101 English I 3 hrs.

B. SP175 Speech Communications 3 hrs.

SOCIAL SCIENCE **3 hours**

A. *HI103 American History to 1877
or PL216 National Government 3 hrs.

MATHEMATICS **3 hours**

A. Department Requirement 3 hrs.

HUMANITIES OR GENERAL ELECTIVE **3 hours**

CAREER & TECHNICAL CURRICULUM **45-58 hours**

NOTES

In order to earn a second degree, a student must complete a minimum of 12 credit hours in addition to those required for the first degree.

Developmental Studies classes do not apply toward any degree or certificate requirements in any program.

A minimum final cumulative grade point average of 2.0 and a minimum of 60 credit hours are required for graduation.

A maximum of two hours in physical education activity credit will be applied toward a degree.

Career Certificate Programs

NCMC offers career certificate programs designed to be completed in one year or less. These programs help graduates gain job skills for immediate employment.

Students who wish to continue their education may do so. In most cases, coursework in a certificate program will fulfill requirements in an Associate in Applied Science degree.

A minimum final cumulative grade point of 2.0 is required for graduation.

NOTES

Developmental Studies classes do not apply toward any certificate requirements in any program.

Students should take all developmental courses early in order to focus on career courses in later semesters.

Agriculture & Natural Resources AAS

The AAS in Agriculture and Natural Resources (AGNR) program is designed for students who wish to pursue a career in the areas of agribusiness or the management of agricultural and natural resources. The program focuses on the general planning, economics and use of facilities, natural resources, equipment, labor and capital to produce plant and animal products. Classroom, laboratory, leadership and internship experiences are included in the program.

Opportunities after NCMC

Agribusiness

Agronomy Sales, Equine Management, Swine Management, Grain Elevator Management

Ag Mechanics

Equipment Repairmen/Mechanics, Inventory Controller, Plants Salesman

Horticulture

Own Business (Install, Turf Mgt., Arborist), Sales & Retail for Landscapers, Consultant

Natural Resources

Soil Technician, Water Quality Technician, Fish Hatchery Worker

Ag Science

Crop Production, Livestock Production, Crop Scout, Operational Management, Research Technicians

Program Outcomes

At the completion of this program the graduate will be able to:

- Demonstrate competence in application of leadership, personal growth and career success skills necessary for a chosen profession while effectively contributing to society
- Demonstrate competence in the application of scientific principles and practices to the production and management of animal.

- Demonstrate competence in the application of scientific principles and practices to the production and management of plants
- Demonstrate competence in the application of principles and management of agribusiness systems
- Demonstrate competence in the application of principles and techniques for the development and management of power, structural and technical systems

General Education

| Course Name | Course Number | Hours |
|--|----------------|-------|
| Ag Math or MT1* | AG117 | 3 |
| Ecology | BI110 | 5 |
| Microcomputer Applications I | BT160 | 3 |
| English I | EN101 | 3 |
| American History to 1877 or National Government | HI103 or PL216 | 3 |
| Speech Communications | SP175 | 3 |

Program Requirements

| Course Name | Course Number | Hours |
|------------------------------------|---------------|-------|
| Intro to Agribusiness | AG100 | 3 |
| College Seminar in Agriculture | CS102 | 1 |
| Soils & Fertilizers | AG103 | 3 |
| Soils & Fertilizers Lab | AG104 | 1 |
| Plant Science | AG105 | 3 |
| Plant Science Lab | AG106 | 1 |
| Animal Science | AG107 | 3 |
| Animal Science Lab | AG108 | 1 |
| Farm & Environmental Safety | AG130 | 2 |
| Agriculture Mechanics | AG132 | 4 |
| Agriculture Sales | AG148 | 3 |
| Ag Credit & Finance | AG163 | 3 |
| Farm Management & Records Analysis | AG270 | 3 |
| AGNR Internship | AG215 | 6 |
| Business Communications | BT130 | 3 |

Electives

A total of 3 credit hours from the list below.

| Course Name | Course Number | Hours |
|------------------------------------|---------------|-------|
| Beef Production & Management | AG112 | 3 |
| Crop Science | AG114 | 3 |
| Light Horse Production | AG125 | 3 |
| Principles of Light Horse Training | AG224 | 2 |
| Horseback Riding I | PE123 | 1 |
| Ag Economics | AG223 | 3 |

| | |
|----------------------------------|-----------|
| Total Degree Requirements | 63 |
|----------------------------------|-----------|

Crop Production Certificate

The Crop Production Certificate program focuses on the general planning, economics and use of natural resources, equipment, labor and capital to produce agricultural crops. Classroom, laboratory, and leadership experiences are included in the program. All courses in this certificate program apply toward an AAS in Agriculture and Natural Resources.

Program Outcomes

At the completion of this program the graduate will be able to:

- Demonstrate competence in the application of scientific principles and practices to the production and management of agricultural crops.

Program Requirements

| Course Name | Course Number | Hours |
|------------------------------------|---------------|-------|
| College Seminar in Agriculture | CS102 | 1 |
| Soils & Fertilizers | AG103 | 3 |
| Soils & Fertilizers Lab | AG104 | 1 |
| Plant Science | AG105 | 3 |
| Plant Science Lab | AG106 | 1 |
| Crop Science | AG114 | 3 |
| Farm & Environmental Safety | AG130 | 2 |
| Farm Management & Records Analysis | AG270 | 3 |

| | |
|---------------------------------------|-----------|
| Total Certificate Requirements | 17 |
|---------------------------------------|-----------|

Equine Management Certificate

The Equine Management program focuses on the scientific principles and practices related to the production, training and management of horses. Classroom, laboratory, and leadership experiences are included in the program. All courses in this certificate program apply toward an AAS in Agriculture and Natural Resources.

Program Outcomes

At the completion of this program the graduate will be able to:

- Demonstrate competence in the application of scientific principles and practices to the production, training and management of horses.

Program Requirements

| Course Name | Course Number | Hours |
|------------------------------------|---------------|-------|
| College Seminar in Agriculture | CS102 | 1 |
| Animal Science | AG107 | 3 |
| Animal Science Lab | AG108 | 1 |
| Light Horse Production | AG125 | 3 |
| Farm & Environmental Safety | AG130 | 2 |
| Principles Light Horse Training | AG224 | 2 |
| Farm Management & Records Analysis | AG270 | 3 |
| Horseback Riding I | PE123 | 1 |

| | |
|---------------------------------------|-----------|
| Total Certificate Requirements | 16 |
|---------------------------------------|-----------|

Applied Technology AAS

1+1 Program

North Central Missouri College has formal articulation agreements with many area career and technical schools. Students completing an articulated technical program at an area technical school or career center will be awarded 30 hours of college credit after completing the remaining NCMC degree requirements for the AAS in Applied Technology. Students can enroll in NCMC classes on-campus, at an outreach location in a surrounding community, or online.

The technical school or career center must complete and submit a certificate of articulated credit to NCMC upon the completion of the technical program by the student.

To receive articulated credit for the certificate earned and have it apply toward the AAS degree at NCMC, you must:

1. Enroll at NCMC within 15 months of high school graduation or completion of the technical school/career center program.
2. Present an official articulated credit certificate and your technical school/career center transcript to NCMC Admissions Office.
3. Complete a minimum of 31 credit hours at NCMC which shall include 15 credits of general education courses, Employment Strategies or College Seminar, and 15 credits of approved electives.
4. Complete NCMC requirements with an overall GPA of at least 2.0.

Apply with the Registrar's Office to have the articulated 30 credit hours recorded on the student transcript.

Program Outcomes

At the completion of this program the graduate will be able to:

- Solve problems using critical thinking skills and be able to analyze, synthesize, and evaluate independently and in teams. Utilize course subjects to complement completed career technical training.
- Use oral and written communication skills in creating, expressing, and interpreting information and ideas including technical terminology and information.
- Demonstrate the importance of employability skills including technical and soft skills.

NOTE

Transferability of the vocational component and electives of the program are at the discretion of the transfer institution.

Applied Technology AAS

General Education

| Course Title | Course Number | Hours |
|--|----------------|-------|
| Microcomputer Applications | BT160 | 3 |
| Employment Strategies or *College Seminar in AGNR | BT240 or CS102 | 1 |
| English I | EN101 | 3 |
| American History to 1877 or National Government | HI103 or PL216 | 3 |
| Speech Communications | SP175 | 3 |
| Math Requirement | ** | 3 |

Electives** 15

Common Career and Technical Education Electives:

| Course Title | Course Number | Hours |
|--------------------------|---------------|-------|
| Principles of Management | BA150 | 3 |
| Principles of Marketing | BA154 | 3 |
| Entrepreneurship | BA269 | 3 |
| Principles of Safety | MF150 | 3 |
| AutoCAD I | MF220 | 3 |
| Industrial Robotics | MF235 | 3 |
| Internship | MF271 | 3 |

Agriculture Emphasis Electives

For 1+1 students interested in agriculture, 15 hours from the following Ag courses could be taken as electives in the Applied Tech program:

| Course Title | Course Number | Hours |
|-----------------------------|---------------|-------|
| Soils & Fertilizers | AG103 | 3 |
| Soils & Fertilizers Lab | AG104 | 1 |
| Plant Science | AG105 | 3 |
| Plant Science Lab | AG106 | 1 |
| Animal Science | AG107 | 3 |
| Animal Science Lab | AG108 | 1 |
| Agricultural Math | AG117 | 3 |
| Farm & Environmental Safety | AG130 | 2 |
| Agriculture Mechanics | AG132 | 4 |

Total Degree Requirements 61

NOTES

*CS102 may be substituted for Applied Tech students with an emphasis on Agriculture.

**See Advisor. Math requirement varies with degree sought.

***Elective courses may be substituted from the following areas with advisor approval:

Accounting (AC), Agriculture (AG), Applied Technology (AT), Business Administration (BA), Business Technology (BT), Construction Technology (CT), Economics (EC), Information Technology (IT), and Manufacturing Technology (MF).

Contact an NCMC advisor by calling ext. 1418 or Applied Technology Advisor at ext. 1278 for additional information.

Business & Technology AAS

Opportunities after NCMC

Accounting Clerk, Billing Collections, Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk, Financial Advisor, Compliance Officer, Market Research Analyst, Business Manager, Insurance Agent, Executive Assistant, Loan Officer, Event Planner, Sales Manager, Human Resource Specialist, Real Estate Agent, Receptionist, Administrative Assistant, Webmaster-Web Design, Tech Support- Help Desk Technician, Information Technology Support

Program Outcomes

- **Academic Foundations:** The student will achieve academic knowledge and skills required to pursue a position within the business career field.
- **Communications:** The student will use oral and written communication skills in creating, expressing, and interpreting information/ideas including technical terminology and information.
- **Problem-Solving & Critical-Thinking:** The student will solve problems using critical thinking skills (analyze, synthesize and evaluate) independently or in teams by using creativity and innovation.
- **Information Technology Applications:** The student will use information technology tools specific to business and accounting to access, manage, integrate, and create information.
- **Systems:** The student will understand roles within teams, work units, departments, and organizations, and the larger environment. They will understand how key organizational systems affect organizational performance.
- **Safety, Health & Environment:** The student will understand the importance of health, safety, and environment in the workplace, and follow these policies and procedures.
- **Leadership & Teamwork:** The student will use leadership and teamwork skills in collaborating with others to accomplish a goal/objective.
- **Ethics & Legal Responsibility:** The student will know and understand the importance of professional ethics and legal responsibilities.
- **Employability & Career Development:** The student will know and understand the importance of employability skills as they plan and explore their career.
- **Technical Skills:** The student will use technical knowledge and skills required to pursue careers in Business and Technology.

General Education

| Course Name | Course Number | Hours |
|---|-----------------------|-------|
| Microcomputer Applications I | BT160 | 3 |
| Macroeconomics | EC253 | 3 |
| English I | EN101 | 3 |
| American History to 1877 or National Government | HI103 or PL216 | 3 |
| Psychology or Sociology | PY121 or SO107 | 3 |
| Speech Communications | SP175 | 3 |

Program Requirements

| Course Name | Course Number | Hours |
|--------------------------|---------------|-------|
| Elementary Accounting I | AC136 | 3 |
| Elementary Accounting II | AC137 | 3 |
| Introduction to Business | BA101 | 3 |
| Business Communications | BT130 | 3 |
| Business Math or higher | BT110 | 3 |
| Employment Strategies | BT240 | 1 |

Choose one emphasis below-

Emphasis Area: Business Management

| Course Title | Course Number | Hours |
|----------------------------------|---------------|-----------|
| Current Issues in Business | BA110 | 3 |
| Principles of Management | BA150 | 3 |
| Principles of Marketing | BA154 | 3 |
| Human Resource Management | BA161 | 3 |
| Business Management Internship | BA176 | 4 |
| Credit and Finance | BA204 | 3 |
| Business Law | BA221 | 3 |
| Entrepreneurship | BA269 | 3 |
| Web Page Design | BT210 | 3 |
| Microeconomics | EC252 | 3 |
| Total Degree Requirements | | 65 |

Emphasis Area: Technology

| Course Title | Course Number | Hours |
|----------------------------------|---------------|-----------|
| Database Concepts | BT170 | 3 |
| Digi Tools | BT180 | 2 |
| Spreadsheet Applications | BT190 | 3 |
| Desktop Publishing | BT200 | 3 |
| Web Page Design I | BT210 | 3 |
| Web Page Design II | BT215 | 3 |
| Office Procedures | BT230 | 3 |
| Word Processing II | BT250 | 3 |
| Microcomputer Applications II | BT260 | 3 |
| Business Technology Internship | BT270 | 4 |
| Total Degree Requirements | | 64 |

Accounting & Business Technology Certificate

This certificate is designed to prepare students for employment in both Accounting and Business Technology fields. Completion of the following courses may be applied toward an AAS in Business & Technology degree.

Program Requirements

Accounting Courses

| Course Name | Course Number | Hours |
|--------------------------|---------------|-------|
| Elementary Accounting I | AC136 | 3 |
| Elementary Accounting II | AC137 | 3 |
| Payroll Accounting | AC186 | 3 |
| Computer Accounting | AC206 | 3 |

Business Technology Courses

| Course Name | Course Number | Hours |
|---------------------------------------|---------------|-----------|
| Business Communications | BT130 | 3 |
| Microcomputer Applications I | BT160 | 3 |
| Database Concepts | BT170 | 3 |
| Digitools | BT180 | 2 |
| Spreadsheet Applications | BT190 | 3 |
| Employment Strategies | BT240 | 1 |
| Microcomputer Applications II | BT260 | 3 |
| Total Certificate Requirements | | 30 |

Business Management Essentials Certificate

The Business Management Essentials Certificate is a stackable certificate designed to provide applicable skills in the area of business management for today's competitive job market. All courses in this certificate stack toward an AAS in Business & Technology.

| | | |
|----------------------------|-------|---|
| Introduction to Business | BA101 | 3 |
| Current Issues in Business | BA110 | 3 |
| Principles of Management | BA150 | 3 |
| Business Law | BA221 | 3 |
| Business Communications | BT130 | 3 |
| Employment Strategies | BT240 | 1 |

| | |
|---------------------------------------|-----------|
| Total Certificate Requirements | 16 |
|---------------------------------------|-----------|

Business Technology Essentials Certificate

The Business Technology Essentials Certificate is a stackable certificate designed to provide skills in the area of business technology for the student in today's competitive job market. All courses in this certificate stack toward an AAS in Business & Technology.

| | | |
|------------------------------|-------|---|
| Microcomputer Applications I | BT160 | 3 |
| Spreadsheet Applications | BT190 | 3 |

| | | |
|---------------------------------------|-------|-----------|
| Web Design I | BT210 | 3 |
| Office Procedures | BT230 | 3 |
| Employment Strategies | BT240 | 1 |
| Word Processing II | BT250 | 3 |
| Total Certificate Requirements | | 16 |

Marketing Management Certificate

The one-year certificate in Marketing Management is designed to provide applicable skills for today's competitive job market. All courses apply toward an AAS in Business & Technology.

Program Requirements

| Course Name | Course Number | Hours |
|---------------------------------------|----------------|-----------|
| Current Issues in Business | BA110 | 3 |
| Principles of Marketing | BA154 | 3 |
| Business Management Internship | BA176 | 4 |
| Credit & Finance | BA204 | 3 |
| Business Law | BA221 | 3 |
| Entrepreneurship | BA269 | 3 |
| Business Math | BT110 | 3 |
| Microcomputer Applications I | BT160 | 3 |
| Desktop Publishing | BT200 | 3 |
| Web Page Design I | BT210 | 3 |
| Microeconomics or Macroeconomics | EC252 or EC253 | 3 |
| Total Certificate Requirements | | 34 |

Computer Science & Information Systems AAS

This program offers an appropriate course of study for individuals who desire to be employed in the rapidly growing computer and information technology fields. The mission of the CS&IS program at NCMC is to prepare students to enter the workforce with the skills and knowledge to be productive employees in a technology-centric endeavor.

Program Requirements

General Education

| Course Title | Course Number | Hours |
|---|----------------|-------|
| Microcomputer Applications | BT160 | 3 |
| *American History to 1877 or National Government | HI103 or PL216 | 3 |
| Math requirement (MT110 or higher) | MT1* | 3 |
| English I | EN101 | 3 |
| Speech | SP175 | 3 |
| Principles of Marketing | BA154 | 3 |
| Business Ethics | BA285 | 3 |
| Elem. Accounting I | AC136 | 3 |
| Employment Strategies | BT240 | 1 |

Program Requirements

| Course Title | Course Number | Hours |
|---|----------------|-----------|
| Web Page Design I | BT120 | 3 |
| Web Page Design II | BT215 | 3 |
| Programming Concepts and Problem Solving | IT125 | 3 |
| Visual Basic I or Python Programming | IT182 or IT185 | 3 |
| Programming in C++I | IT243 | 3 |
| Object Oriented Programming: Java | IT290 | 3 |
| Computer Hardware | IT280 | 3 |
| Database Concepts | BT170 | 3 |
| Networking Concepts | IT275 | 3 |
| Unix/Linux | IT268 | 3 |
| Computer Science & Information Systems Internship | IT270 | 4 |
| Elective ¹ | | 3 |
| Total Degree Requirements | | 62 |

¹Any course from BT, BA, MF, or any IT course from IT120 or higher.

Criminal Justice AAS

To prepare graduates for employment in public service fields related to criminal justice, such as federal, state, and local law enforcement agencies: corrections, both institutional or probation and parole; in juvenile services; or in private industry.

Opportunities after NCMC

Correctional Officers, Probation and Parole, Police & Detectives, Private Detectives & Investigators, Security Guards & Gaming Surveillance Officers

Program Outcomes

The degree programs offered by the Department of Criminal Justice are designed to empower students as critical thinkers, ethical actors, and competent communicators concerning matters of crime and justice at the local, state, national, and international levels, to include, at degree-appropriate levels, the abilities to:

- Assess the philosophy, theories, policies, practices, processes, and reforms of the major institutions of social control;
- Explain the inter-dependent operations of the major components of the criminal justice system (i.e., police, courts, correctional agencies) and the political, legal, ethical, and socioeconomic environments in which they operate, as well as the implications of these relationships for victims, offenders, justice professionals, and society;
- Analyze the major historical and contemporary issues facing the criminal justice system, including events, information, programs, policies, and concepts that affect the operation of criminal justice agencies and actors, as well as issues

affecting contemporary urban society and respect for racial, ethnic, cultural, and gender diversity;

- Evaluate the nature, extent, causation, and prevention of crime, including the ability to apply and critique the major theories relevant to those causes;
- Apply the skills and methods in criminal justice research, including the acquisition, analysis, interpretation, dissemination, and policy implications of both quantitative and qualitative data, and, where appropriate, various skills and methods for conducting basic forensic investigations or crime analysis;
- Apply the philosophy, theories, and principles of substantive, procedural, and evidentiary criminal law that regulate and guide the criminal justice system and its primary actors; and
- Communicate effectively, both orally and in writing, and demonstrate basic knowledge of information technology as applied to criminal justice research and practice.

NOTE

People with felony convictions will have difficulty securing employment in the criminal justice field.

General Education

| Course Name | Course Number | Hours |
|--|----------------------|--------------|
| Business Mathematics | BT110 | 3 |
| English I | EN101 | 3 |
| American History to 1877 or National Government | HI103 or PL216 | 3 |
| General Psychology | PY121 | 3 |
| Speech Communications | SP175 | 3 |

Program Requirements

| Course Name | Course Number | Hours |
|--|----------------------|--------------|
| Microcomputer Applications I | BT160 | 3 |
| Procedural Law | CJ118 | 3 |
| Criminal Justice Ethics & Liability | CJ125 | 3 |
| Introduction to Criminal Justice | CJ126 | 3 |
| Criminal Investigations | CJ140 | 3 |
| Introduction to Juvenile Law | CJ170 | 3 |
| Criminology | CJ218 | 3 |
| Criminal Evidence | CJ219 | 3 |
| Introduction to Corrections | CJ226 | 3 |
| Criminal Law | CJ235 | 3 |
| Police Organization & Management | CJ239 | 3 |
| Criminal Justice Communications | CJ246 | 3 |
| Criminal Justice Practicum | CJ250 | 3 |
| Constitutional Aspects of Criminal Justice | CJ260 | 3 |
| Microcomputer Applications | BT160 | 3 |
| General Sociology | SO107 | 3 |
| Deviant Behavior | CJ298 | 3 |
| Total Degree Requirements | | 63 |

Criminal Justice Certificate

The one-year certificate program is designed to allow easy entrance into the two-year program or provide skills needed for an entry-level position.

General Education

| Course Name | Course Number | Hours |
|-------------|---------------|-------|
| English I | EN101 | 3 |

Program Requirements

| Course Name | Course Number | Hours |
|---------------------------------------|---------------|-----------|
| Procedural Law | CJ118 | 3 |
| Criminal Justice Ethics & Liability | CJ125 | 3 |
| Introduction to Criminal Justice | CJ126 | 3 |
| Criminal Investigations | CJ140 | 3 |
| Intro to Juvenile Law | CJ170 | 3 |
| Criminal Evidence | CJ219 | 3 |
| Introduction to Corrections | CJ226 | 3 |
| Criminal Law | CJ235 | 3 |
| Criminal Justice Communications | CJ246 | 3 |
| General Psychology | PY121 | 3 |
| General Sociology | SO107 | 3 |
| Total Certificate Requirements | | 36 |

Early Childhood Development AAS

The AAS in Early Childhood Development is a two-year program designed to prepare individuals for careers, career changes and career advancement in the early childhood profession. Graduates will be prepared with the skills and techniques necessary to provide high-quality, developmentally appropriate learning environments for young children.

This program provides classroom and practicum experience for effective work with young children in a variety of settings to increase awareness of the sensitivities, vulnerabilities and potential of all children.

Program Outcomes

- 1~ Promoting Child Development and Learning
- 2~ Building Family and Community Relationships
- 3~ Observing, Documenting and Assessing to Support Young Children and Families
- 4~ Using Development Effective Approaches to Connect With Children and Families
- 5~ Using Content Knowledge to Development Meaningful Curriculum
- 6~ Becoming a Professional
- 7~ Employability

GENERAL EDUCATION

| Course Name | Course Number | Hours |
|--------------------------------------|---------------|-------|
| Business Math/Int. Algebra or higher | BT110/MT110 | 3 |
| English I | EN101 | 3 |
| Microcomputer Applications I | BT160 | 3 |
| Speech Communications | SP175 | 3 |
| American History to 1877 | HI103 | |
| Or National Government | PL216 | 3 |

PROGRAM REQUIREMENTS

| | | |
|---|-----------------|---|
| Child Development | CD112* | 3 |
| Org and Admin or E. C. Programs | CD120 | 3 |
| Foundations in Early Childhood Ed | CD130* | 3 |
| Creative Expression and Play | CD140 | 3 |
| Health, Nutrition and Safety | CD205* | 3 |
| Children with Special Needs | CD207 | 3 |
| Preschool Literature | CD209 | 3 |
| Emergent Language and Literacy | CD220 | 3 |
| Family, School and Community | CD230 | 3 |
| Infant/Toddler Curriculum and Field Ex. | CD240 | 3 |
| Pre-K Curriculum and Field Exp. | CD242 | 3 |
| Observation and Assessment | CD250 | 3 |
| Early Childhood Ed. Practicum/Field Ex. | CD260 | 3 |
| Professionalism in ECE OR CD Portfolio | CD280 or CD110* | 3 |
| Elective Course | CD, PY, or SO | 3 |

*These 4 courses satisfy the requirements for the Child Development Associate (CDA) credential.

Total Degree Requirements _____ **60**

Child Development Associate Credential (CDA) Component

NCMC offers the educational component needed for eligibility to apply for the Child Development Associate Credential (CDA). The CDA candidate is a person who is able to meet the specific needs of children and who, with parents and other adults, works to nurture children's physical, social, emotional and intellectual growth in a child development framework. This component is designed to provide the 120-hour educational requirement.

Candidates applying for the credential will need to have **480 hours** of experience working in a state licensed facility with the desired age group in which the CDA will be earned (Infant/Toddler, Preschool, Home Provider, or Home Visitor). Candidate must be able to provide documentation for all hours completed. The application process and fees

associated with the process are the responsibility of the individual student. Please visit the national website for more information on the CDA process. (cdacouncil.org)

Career and Technical Schools

Students earning credit for CDA coursework through articulation agreements with North Central Missouri College will present their certificate of completion to NCMC under the articulated guidelines to receive credit for this coursework.

Credit for CDA Credential

Students entering the AAS-Early Childhood Development program with a current CDA credential may apply for college credit by contacting the department advisor and completing the necessary paperwork and fees.

For complete details on how to obtain a CDA, request course credit or speak with an advisor, call 660-357-6331, ext. 1331.

Industrial & Energy Systems Technology AAS

This program is designed to provide students with the technical skills necessary to be successful in the emerging “green” and alternative energy fields, as well as in today’s manufacturing and production operations. This degree will offer students a variety of career options due to the wide-range of technical courses offered. Students will be able to choose an emphasis area within the degree plan.

Program Outcomes

At the completion of this program, the graduate will be able to:

- Communicate with others regarding maintenance, installation and repair issues and trends to meet business needs
- Exhibit hands-on knowledge of equipment operation to identify maintenance needs and maximize performance
- Demonstrate the safe use of manufacturing equipment in order to ensure safety in the maintenance, installation, and repair work environment
- Identify and diagnose equipment problems in order to effectively repair manufacturing equipment
- Employ installation, customizing, or upgrading techniques in order to ensure the proper functioning of manufacturing equipment

General Education

| Course Title | Course Number | Hours |
|--|----------------|-------|
| Microcomputer Applications I | BT160 | 3 |
| Employment Strategies | BT240 | 1 |
| English I | EN101 | 3 |
| American History to 1877 or National Government | HI103 or PL216 | 3 |
| Intermediate Algebra | | |

| | | |
|----------------------------------|-----------------------|---|
| or Applied Technical Math | MT110 or MF104 | 3 |
| Speech | SP175 | 3 |

Emphasis Area: Industrial Maintenance

Opportunities after NCMC

Industrial Machinery Mechanics; Maintenance Worker; Machinery, Control & Valve Installation & Repair; Electrical & Electronics Repair; Electric Motor & Power Tool Repair; Installation, Maintenance & Repair

| Course Title | Course Number | Hours |
|-------------------------------------|----------------------|--------------|
| Intro.to Electricity & Electronics | MF120 | 3 |
| Basic Electricity I | MF122 | 3 |
| Basic Electricity II | MF126 | 3 |
| Motor Controls | MF128 | 3 |
| Programmable Logic Controllers | MF141 | 3 |
| Basic Fluid Power | MF145 | 3 |
| Principles of Safety | MF150 | 3 |
| Principles of Maintenance Awareness | MF155 | 3 |
| Principles of Quality Management | MF160 | 3 |
| AutoCAD I | MF220 | 3 |
| Industrial Robotics | MF235 | 3 |
| Maintenance Management | MF260 | 3 |
| Introduction to Physics | PS108 | 4 |
| Agriculture Mechanics | AG132 | 4 |
| Mfg. Technology Internship | MF271 | 3 |
| Total Degree Requirements | | 63 |

Industrial & Energy Systems Technology Certificate

This one-year certificate program is designed to provide applicable technical skills for today's competitive workplace while meeting the needs of manufacturers, industry, and alternative energy operations. Credits from this certificate program may be transferred into the Industrial & Energy Systems Technology AAS program.

Emphasis Area: Industrial Maintenance

| Course Title | Course Number | Hours |
|---------------------------------------|-----------------------|--------------|
| Employment Strategies | BT240 | 1 |
| Intro.to Electricity & Electronics | MF120 | 3 |
| Basic Electricity I | MF122 | 3 |
| Motor Controls | MF128 | 3 |
| Programmable Logic Controllers | MF141 | 3 |
| Basic Fluid Power | MF145 | 3 |
| Principles of Safety | MF150 | 3 |
| Intermediate Algebra | | |
| or Applied Technical Math | MT110 or MF104 | 3 |
| Speech | SP175 | 3 |
| Total Certificate Requirements | | 25 |

Industrial & Energy Systems Technology

Accelerated Certificates

These certificates are designed to be completed in one term utilizing technology and online instruction. This program provides stackable credentials so students take only the required courses to earn the certificate yet students are positioned to seamlessly advance to the next higher certificate or degree.

Industrial Maintenance Skills

Entry-level Installation, Maintenance & Repair Industrial Maintenance Skills

| Course Title | Course Number | Hours |
|---------------------------------------|---------------|-----------|
| Basic Electricity I | MF122 | 3 |
| Motor Controls | MF128 | 3 |
| Programmable Logic Controllers | MF141 | 3 |
| Basic Fluid Power | MF145 | 3 |
| Principles of Safety | MF150 | 3 |
| Principles of Maintenance Awareness | MF155 | 3 |
| Total Certificate Requirements | | 18 |

Manufacturing Skills

Manufacturing Production Technician, Production Worker Manufacturing Skills

Students will receive the Certified Production Technician (CPT) certificate from the Manufacturing Skill Standards Council (MSSC)

| Course Title | Course Number | Hours |
|---|----------------|-----------|
| Employment Strategies | BT240 | 1 |
| Applied Technical Math or Intermediate Algebra | MF104 or MT110 | 3 |
| Principles of Safety | MF150 | 3 |
| Principles of Maintenance Awareness | MF155 | 3 |
| Principles of Quality Practices | MF160 | 3 |
| Principles of Manufacturing Processes & Production | MF165 | 3 |
| Total Certificate Requirements | | 16 |

Medical Assistant AAS

This program prepares the student to work in a wide variety of health care environments, including hospitals, physicians' offices, clinics, laboratories and state health facilities. The Medical Assistant is an important link between the patient and the health care delivery system and provides essential support in the areas of patient care, medical and lab procedures, records management and office administration. Students will be exposed to practical administrative, interpersonal and clinical skills, which will prepare them with the technical ability and versatility needed to establish careers in the field of allied health services.

Opportunities after NCMC

Hospitals, Physicians' Offices, Clinics, Laboratories, State Health Facilities

Program Outcomes

At the completion of this program the graduate will be able to:

- Recognize the role of patient advocacy for the medical assistant
- Utilize effective communication skills
- Comply with federal and state regulations
- Practice safely as a professional medical assistant

NOTES

A minimum grade of "C" is required for all courses in the degree plan.

Contact Program Coordinator of Health Sciences for more information

General Education

| Course Title | Course Number | Hours |
|--|----------------|-------|
| *Business Math or Math for Allied Health Sciences | BT110 or AH106 | 3 |
| Microcomputer Applications I | BT160 | 3 |
| English I | EN101 | 3 |
| American History to 1877 or National Government | HI103 or PL216 | 3 |
| General Psychology | PY121 | 3 |
| Speech | SP175 | 3 |

Program Requirements

| Course Title | Course Number | Hours |
|--|---------------|-------|
| Accounting I | AC136 | 3 |
| Human Body: Health & Disease | AH102 | 3 |
| Introductory A & P for Allied Health | AH125 | 4 |
| Basic Medical Terminology | AH160 | 3 |
| Principles of Pharmacology | AH200 | 3 |
| Health Insurance Billing | AH202 | 3 |
| Medical Assisting: Clinical Procedures | AH210 | 3 |
| Medical Law & Ethics | AH211 | 3 |
| Medical Assisting Internship | AH222 | 3 |

| | | |
|----------------------------------|-------|-----------|
| First Aid & Emergency Procedures | AH223 | 2 |
| Business Communications | BT130 | 3 |
| DigiTools | BT180 | 2 |
| Employment Strategies | BT240 | 1 |
| Word Processing II | BT250 | 3 |
| Medical Coding I | HM125 | 3 |
| Medical Coding II | HM225 | 3 |
| Electronic Health Systems | HM226 | 3 |
| Total Degree Requirements | | 66 |

Note

Student must have a C or above in all courses and program advisor's permission to take the medical assisting internship class.

Nursing Career Programs

The Nursing programs at North Central Missouri College are designed to meet the needs of the health care workplace and students. NCMC's programs provide practical nursing certificate training through the first year PN program. An additional two semesters are required for students to complete ADN for an Associate in Applied Science degree in Nursing. All NCMC nursing programs are fully approved by the Missouri State Board of Nursing, the State Department of Elementary & Secondary Education and the Missouri Department of Higher Education.

Practical Nursing - Certificate

The Practical Nursing (PN) program is an INTENSE, FAST-PACED certificate program that takes three (3) semesters to complete and is designed to prepare individuals for the role of a Licensed Practical Nurse as staff nurses in a variety of health care settings. Clinical experience is acquired at hospitals, extended care facilities, physicians' offices, and community agencies. Upon successful completion of the PN, the graduate is eligible to apply to take the NCLEX-PN (licensing) Examination for Licensed Practical Nurses. It is important to note that the Missouri State Board of Nursing may refuse to grant a student permission to take the licensing exam for reasons outlined in the State of Missouri Nursing Practice Act, Chapter 335.066.

Applicants to the program must complete the entrance requirements. Admission criteria shall reflect consideration of the potential for the applicant to complete the program and meet the standards to apply for licensure (see section 335.046.2,RSMo). General admission to the college does not admit a student to the nursing program.

Opportunities after NCMC

Upon successful completion of the Nursing PN program, students are prepared to take the NCLEX-PN exam.

Program Outcomes

Upon successful completion of the Practical Nursing program the graduate

should be able to:

Patient-Centered Care

- Recognize patient centered, caring, culturally sensitive nursing care based on common physiological, psychosocial and sociological needs of patients.

Teamwork and Collaboration

- Collaborate as a member of the health care team to promote continuity of patient care

Evidence-Based Practice

- Identify best current evidence from scientific and other credible sources as a basis for quality nursing practice and clinical decision making

Quality Improvement

- Participate in the implementation of quality improvement strategies to improve patient care

Safety

- Provide a safe environment for patients, self, and others.

Informatics

- Use information technology in the provision of patient care

Leadership

- Use the leadership skills of time management, organization and priority setting when providing patient care

Professionalism

- Practice nursing using professional, ethical, legal, and humanistic principles within regulatory guidelines.

PN Admission Criteria

NOTE

These are minimum admission criteria and DO NOT guarantee admission.

The following criteria must be met in order to be eligible for acceptance into the North Central Missouri College Practical Nursing Program (Trenton, Maryville & Night/Weekend Program):

PN REQUIREMENTS

- Accepted as an NCMC student
- Nursing Application and notarized Waiver Form
- Pre-Entrance Test – ATI TEAS Test taken within the last 2 years
 - Minimum score of 41.3% is required to be considered for acceptance
 - Early acceptance (March) requires minimum score of 58.7%
 - Maximum number of attempts is 3 per calendar year
 - Applicants must wait 30 days between testing dates
 - If a student tests more than one time in a 30 day period, the second test score will be void
 - Test must be taken at an NCMC location (Trenton or Maryville)

- Must have a cumulative grade point average of 2.0 from high school or college
 - All university or college coursework attempted will be considered when determining a student's cumulative grade point average
 - College transcript supersedes high school transcript
- Admission is contingent upon maintaining a 2.0 cumulative grade point average
- Applicant must be in good academic standing with NCMC
- Complete pre-requisite classes with a "C" or greater (must be completed at least by the semester prior to the nursing program starting):
 - Anatomy & Physiology - 8 credit hours with a lab
 - Can be taken as two separate 4 credit hour courses with lab
 - Math Requirement - 3 credit hours
 - Math for Allied Health
 - College Algebra
 - Elementary Statistics
- Admission is contingent upon completing a satisfactory background check, negative drug screening and completion of all required immunizations
 - Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Dean of Nursing and Health Sciences
 - If an applicant's drug screen is positive, the student must submit written proof of a current prescription for the appropriate medication. Failure to provide documentation will result in the student's dismissal from the program

High School students that are currently in a Health Occupations class through a VoTech School can apply for early acceptance (applicable for 1 year after high school graduation). Admission would be contingent on completing the PN requirements stated above as well as submitting a letter signed by a school official stating that student is currently taking a Health Occupations Class or has completed a Health Occupations Class by March 15, 2017. A minimum TEAS score of Low Basic (41.3%-48%) is required.

**Meeting the minimum requirements listed does not guarantee acceptance into the program
Three separate file reviews will be conducted for acceptance into each PN program
(Trenton & Maryville, Night/Weekend). Deadlines for the Practical Nursing Program
(Trenton, Maryville & Night/Weekend) are as follows:*

PN DEADLINES FOR TRENTON & MARYVILLE

- 1ST file review (early acceptance requires Low Proficient TEAS Score) – **March 15**
- 2nd file review – **May 15**
- 3rd file review – **July** (after summer grades are posted)

PN DEADLINES FOR NIGHT/WEEKEND PROGRAM

- 1ST file review (early acceptance requires Low Proficient TEAS Score) – **September 1**
- 2nd file review – **October 1**
- 3rd file review – **December** (after Fall grades are posted)

MAIL TRENTON & BETHANY APPLICATIONS TO:

North Central Missouri College
ATTN: Nursing & Health Sciences Secretary
1301 Main Street
Trenton, MO 64683

MAIL MARYVILLE APPLICATIONS TO:

Northwest Technical School
ATTN: Assistant to Site Coordinator
1515 S. Munn Street
Maryville, MO 64468

NOTES

A minimum grade of “C” is required for all courses in the degree plan.

Prior to clinical experience, a physical examination, immunization record, criminal background check, EDL screening, drug screen, proof of health insurance or signed waiver, and driving record are required.

Contact a nursing faculty/staff member for more information.

Nursing PN Curriculum–Trenton & Maryville

The PN program is offered on NCMC’s campus in Trenton, MO or at the Outreach site at Northwest Technical School in Maryville, MO and North Central Career Center in Bethany, MO.

| Pre-Entry Requirements | Course Number | Hours |
|--|----------------------|--------------|
| Human Anatomy & Physiology (w/lab) | BI238 | 8 |
| Or Human Anatomy (w/lab) | BI240 | 4 |
| and Human Physiology (w/lab) | BI242 | 4 |
| Math Requirement | | 3 |
| Math for Allied Health | AH106 | |
| Or College Algebra | MT122 | |
| Or Elementary Statistics | MT125 | |
| Total Prerequisite Semester Credits | | 11 |

| General Education Requirements | Course Number | Hours |
|--|----------------------|--------------|
| Speech | SP175 | 3 |
| General Psychology | PY121 | 3 |
| English I | EN101 | 3 |
| Total hours of general education course | | 9 |

These courses may be taken prior to the student’s nursing program acceptance or the student may choose to take these courses in conjunction with nursing coursework. These courses must be complete with a C or above by program end date in order to be eligible for graduation.

| Fall Semester | Course Number | Hours |
|--|----------------------|--------------|
| Foundations of Nursing I | PN100 | 6 |
| Personal Vocational Concepts (online) | PN104 | 1 |
| Introduction to Pharmacology | PN103 | 2 |
| Spring Semester | Course Number | Hours |
| Nursing of Adults IA | PN101 | 6 |
| Introduction to Mental Health (online) | PN105 | 1 |
| Maternal and Child Health Nursing | PN106 | 2 |
| Summer Semester | Course Number | Hours |
| Nursing of Adults IB | PN102 | 4 |
| Total Certificate Requirements | | 42 |

Practical Nursing Curriculum–Night/Weekend for class beginning January 2017

This PN program is offered at North Central Career Center in Bethany, MO.

| Pre-Entry Requirements | Course Number | Hours |
|---|----------------------|--------------|
| Human Anatomy & Physiology (w/lab) | BI238 | 8 |
| Or Human Anatomy (w/lab) | BI240 | 4 |
| and Human Physiology (w/lab) | BI242 | 4 |
| Math Requirement | | 3 |
| Math for Allied Health | AH106 | |
| Or College Algebra | MT122 | |
| Or Elem. Statistics | MT125 | |
| Total Pre-requisite Semester Credits | | 11 |

General Education Requirements

| Course | Course Number | Hours |
|---|----------------------|--------------|
| Speech | SP175 | 3 |
| General Psychology | PY121 | 3 |
| English I | EN101 | 3 |
| Total hours of general education courses | | 9 |

These courses may be taken prior to the student's nursing program acceptance or the student may choose to take these courses in conjunction with nursing coursework. These courses must be completed with a C or above by program end date in order to be eligible for graduation.

| Spring Semester | Course Number | Hours |
|--|----------------------|--------------|
| Foundations of Nursing | PN100 | 6 |
| Personal Vocational Concepts (online) | PN104 | 1 |
| Introduction to Pharmacology | PN103 | 2 |
| Summer Semester | Course Number | Hours |
| Nursing of Adults 1a | PN101 | 6 |
| Fall Semester | Course Number | Hours |
| Introduction to Mental Health (online) | PN105 | 1 |
| Maternal and Child Health Nursing | PN106 | 2 |
| Nursing of Adults 1b | PN102 | 4 |

PN to ADN Program AAS

The PN to ADN program takes two (2) semesters to complete. This program is an INTENSE, FAST-PACED program and is designed to prepare LPN's for the role of a Registered Professional Nurse (RN) in a variety of health care settings. It is a rigorous course of academic studies and clinical experiences which includes pre-entry courses and nursing classes. The program is designed to give graduates a broad scope of knowledge and ability in order to meet the needs of the changing health care delivery systems. Clinical experience is acquired at various acute care hospitals and community agencies. Field trips and workshops are incorporated into the educational plan. Upon successful completion of the PN to AND program, the graduate is eligible to apply to take the NCLEX- RN (licensing) Examination for Registered Professional Nurses. The Missouri State Board of Nursing may refuse to grant a student permission to take licensing exams as outlined in the State of Missouri Nursing Practice Act, Chapter 335.066.

Applicants to the program must complete the entrance requirements. Admission criteria shall reflect consideration of the potential for the applicant to complete the program and meet the standards to apply for licensure (see section 335.046.2,RSMo). General admission to the college does not admit a student to the nursing program.

Opportunities after NCMC

Upon successful completion of the PN to ADN program, graduates are prepared to take the NCLEX-RN exam.

Program Outcomes

Upon successful completion of the PN to ADN program, the graduate should have the following competencies:

Patient-Centered Care

- Demonstrate patient-centered, caring, culturally sensitive nursing care based on complex physiological, psychosocial and sociological needs of patients.

Teamwork and Collaboration

- Collaborate with members of the interprofessional health care team to promote continuity of patient care and achievement of optimal outcomes.

Evidence-Based Practice

- Use best current evidence, expert opinion, and clinical expertise as a basis for quality nursing practice and clinical judgement.

Quality Improvement

- Promote the development and implementation of quality improvement strategies to advance health care services.

Safety

- Create a safe environment for patients, self, and others.

Informatics

- Integrate information technology resources into the provision of patient care.

Leadership

- Integrate leadership and management skills when directing and influencing patient care.

Professionalism

- Model nursing practice using professional, ethical, legal, and humanistic principles within regulatory guidelines.

PN to ADN Admission Requirements

NOTE

These are minimum admission criteria and DO NOT guarantee admission.

The following requirements must be met in order to be eligible for acceptance into the North Central Missouri College PN to AND Program (Trenton, Maryville, & online):

PN to ADN REQUIREMENTS

- Accepted as an NCMC student
- Nursing Application and notarized Waiver Form
- Pre-Entrance Test – ATI TEAS Test taken within the last 2 years
 - Minimum score of 58.7% is required to be considered for acceptance
 - Early acceptance (March) requires minimum score of 67.1%
 - Maximum number of attempts is 3 per calendar year
 - Applicants must wait 30 days between testing dates
 - If a student tests more than one time in a 30 day period, the second test score will be void
 - Test must be taken at an NCMC location (Trenton or Maryville)
- Current PN Unencumbered License
 - Current PN students have until January of the PN to ADN program year to pass PN boards
- Must be IV Certified
- Must have a cumulative grade point average of 2.0 from high school or college
 - All university or college coursework attempted will be considered when determining a student's cumulative grade point average
 - College transcript supersedes high school transcript
- Admission is contingent upon maintaining a 2.0 cumulative grade point average
- Applicant must be in good academic standing with NCMC
- Complete pre-requisite classes with a "C" or greater (must be completed at least by the semester prior to the nursing program starting):
 - Anatomy & Physiology - 8 credit hours with a lab

- Can be taken as two separate 4 credit hour courses with lab
 - If applicant is transferring in credit from another institution and A&P is not equal to 8 credit hours with lab, the applicant may be required to complete Human Chemistry for 3 credit hours
- General Psychology – 3 credit hours
- Speech – 3 credit hours
- English I – 3 credit hours
- Admission is contingent upon completing a satisfactory background check, negative drug screening and completion of all required immunizations
 - Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Dean of Nursing and Health Sciences
 - If an applicant's drug screen is positive, the student must submit written proof of a current prescription for the appropriate medication. Failure to provide documentation will result in the student's dismissal from the program
 - If an applicant has graduated the NCMC PN program within the last year, they will not need to complete the background check for the PN to ADN program, only the drug screening.

****Meeting the minimum requirements listed does not guarantee acceptance into the program***

Three separate file reviews will be conducted for acceptance into each PN to ADN program (Trenton, Maryville, & online). Deadlines for the Associate Degree Nursing Program (Trenton, Maryville & online) are as follows:

PN to ADN DEADLINES

- 1st File Review (early acceptance requires High Proficient TEAS score) – **March 15**
- 2nd File Review – **May 15**
- 3rd File Review – **July** (after summer grades are posted)

MAIL TRENTON & BETHANY APPLICATIONS TO:

North Central Missouri College
 ATTN: Nursing & Health Sciences Secretary
 1301 Main Street
 Trenton, MO 64683

MAIL MARYVILLE APPLICATIONS TO:

Northwest Technical School
 ATTN: Assistant to Site Coordinator
 1515 S. Munn Street
 Maryville, MO 64468

PN to ADN Curriculum–Trenton (offered on ground or

online) & Maryville campus

The PN to ADN program is offered on NCMC's Trenton campus, at the outreach site at Northwest Technical School in Maryville, MO or online.

| Pre-Entry Requirements | Course Number | Hours |
|---|----------------------|--------------|
| Completed Practical Nursing Curriculum | | 25 |
| *Human Anatomy and Physiology with a lab | BI238 | 8 |
| Or Human Anatomy with lab | BI240 | 4 |
| And Human Physiology with lab | BI242 | 4 |
| English I | EN101 | 3 |
| General Psychology | PY121 | 3 |
| Speech | SP175 | 3 |
| TOTAL PRE-REQUISITE SEMESTER CREDITS | | 42 |

Note

**Students from Practical Nursing Programs with less than the required eight (8) credit hours of Anatomy and Physiology, with or without lab, or Body Structure and Function may be required to take additional course work, such as Human Chemistry or other science coursework. Transcripts are evaluated on an individual basis. Required pre-entry courses must be successfully completed prior to entry in to the program.*

| **General Education Requirements | Course Number | Hours |
|--|----------------------|--------------|
| American History to 1877 or National Government | HI103 or PL216 | 3 |
| Microbiology w/Lab | BI243 | 4 |
| TOTAL HOURS OF GENERAL EDUCATION COURSES | | 7 |

***Students may complete general education courses prior to acceptance into the nursing program or the student may choose to take these courses in conjunction with nursing coursework. These courses must be completed with a C or above by program end date in order to be eligible for graduation. All nursing classes must be taken in sequence.*

| Fall Semester | Course Number | Hours |
|-----------------------|----------------------|--------------|
| Adult Nursing I | RN201 | 6 |
| PN to ADN Transitions | RN204 | 1 |
| Pharmacology | RN203 | 2 |
| Mental Health Nursing | RN205 | 2 |

| Spring Semester | Course Number | Hours |
|-----------------------------------|----------------------|--------------|
| Leadership in Nursing | RN200 | 2 |
| Adult Nursing II | RN202 | 4 |
| Maternal and Child Health Nursing | RN206 | 4 |
| Total Hours of ADN Courses | | 21 |
| Total AAS Requirements | | 70 |

Pharmacy Technician AAS

This program is designed to provide an opportunity for those who wish to establish a technical career in health care. The program prepares individuals to work in a variety of pharmacy practice settings including community pharmacies, hospitals,

military, home health, long term care, mail service facilities, managed health care facilities, and training programs. The nationwide shortage of pharmacists and the growing demand for prescription medication creates an opportunity for pharmacy technicians to broaden their knowledge to allow them to assist and provide support for pharmacists.

Opportunities after NCMC

Community Pharmacies, Hospitals, Military, Home Health, Long Term Care, Mail Service Facilities, Managed Health Care Facilities, Training Programs

Program Outcomes

At the completion of this program, the graduate will be able to:

- Create patient profiles, prescription order entry, and fill prescriptions with acceptable speed and accuracy.
- Communicate effectively.
- Maintain records.
- Facilitate communications for third-party reimbursement.
- Compound solutions, ointments, lotions, suppositories, and other medications.
- Utilize medical terminology common to the pharmaceutical environment.
- Practice legally and ethically.
- Package and label drugs for prescription dispensing.
- Prepare parenteral admixtures under aseptic and sterile conditions.
- Receive and inventory drug shipments.

NOTE

A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.

The four (4) PM – Pharmacy courses are only offered during the Spring Semester of odd years. Example: Spring 2019, Spring 2021, etc.

Students must have "C" or above in all courses and program advisor permission to take the four (4) PM coded courses.

| Course Title | Course Number | Hours |
|--|-----------------------|-------|
| General Biology w/Lab | BI100 | 5 |
| Microcomputer Applications I | BT160 | 3 |
| English I | EN101 | 3 |
| American History or National Government | HI103 or PL216 | 3 |
| General Psychology | PY121 | 3 |
| Speech | SP175 | 3 |

Program Requirements

| Course Title | Course Number | Hours |
|----------------------------------|---------------|-------|
| Basic Medical Terminology | AH160 | 3 |
| Medical Law & Ethics | AH211 | 3 |
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| Or Human Anatomy w/Lab | BI240 | 4 |
| And Human Physiology w/Lab | BI242 | 4 |

| | | |
|----------------------------------|-------|-----------|
| Database Concepts | BT170 | 3 |
| Employment Strategies | BT240 | 1 |
| Introduction to Chemistry w/Lab | CH107 | 4 |
| Pharmacy Calculations | PM101 | 3 |
| Pharmacy Practice I | PM105 | 4 |
| Pharmacy Practice II | PM205 | 4 |
| Pharmacy Technician Internship | PM220 | 4 |
| Total Degree Requirements | | 60 |

Pharmacy Technician Certificate

This program is designed to provide opportunity for those who wish to establish a technical career in health care. The program prepares individuals to work in a variety of pharmacy practice settings including community pharmacies, hospitals, military, home health, long term care, mail service facilities, managed health care facilities, and training programs.

Program Outcomes

At the completion of this program, the graduate will be able to:

- Create patient profiles, prescription order entry, and fill prescriptions with acceptable speed and accuracy.
- Communicate effectively.
- Maintain records.
- Facilitate communications for third-party reimbursement.
- Compound solutions, ointments, lotions, suppositories, and other medications.
- Utilize medical terminology common to the pharmaceutical environment.
- Practice legally and ethically.
- Package and label drugs for prescription dispensing.
- Prepare parenteral admixtures under aseptic and sterile conditions.
- Receive and inventory drug shipments.

NOTE

A minimum grade of "C" is required for all courses in the degree plan.

The four (4) PM – Pharmacy courses are only offered during the Spring Semester of odd years. Example Spring 2019, Spring 2021, etc.

Program Requirements

| Course Title | Course Number | Hours |
|---------------------------------------|---------------|-----------|
| Employment Strategies | BT240 | 1 |
| Pharmacy Calculations | PM101 | 3 |
| Pharmacy Practice I | PM105 | 4 |
| Pharmacy Practice II | PM205 | 4 |
| Pharmacy Technician Internship | PM220 | 4 |
| Total Certificate Requirements | | 16 |

Health Science Partnerships

Dental Hygiene AAS

The impetus for this program is to provide a solution to the oral health care crisis in northwest and north central Missouri. In response, North Central Missouri College and Hillyard Technical Center (HTC), of St. Joseph, Missouri, collaborated to develop a Dental Hygiene program as an essential step in overcoming the shortage of oral health care workers across the northern tier of Missouri. NCMC will provide the general education courses specific to the associate degree while HTC will provide the dental hygiene classes, laboratory experiences and clinics.

Through an agreement, NCMC students are awarded thirty college credit hours for successful completion (C or above) in all classes of the Dental Hygiene Program at HTC. These hours are applied to the associate degree program in dental hygiene at NCMC upon completion of the coursework from NCMC. Trenton area students have the option to participate in lecture class, which originates at HTC, at the Trenton campus via ITV. Students must travel to Hillyard two days a week to attend the clinics and labs. This varies depending upon semesters. A new class starts each fall with ten students, as per the Commission on Dental Accreditation Standards.

Program Outcomes

At the completion of this program, the graduate will be able to:

- Apply ethical and legal concepts.
- Utilize current peer-reviewed research data to support clinical decision making.
- Value diversity and sensitivity in providing care, and interpersonal communication skills to deliver culturally competent care to diverse populations and individuals.
- Utilize critical thinking skills in providing quality care for all individuals in varying states of life and health.
- Perform assessments of individuals and groups to provide appropriate dental hygiene diagnosis, planning, implementation, and evaluation of care provided.
- Continue self-assessment and self-regulation in accordance with standards of the dental hygiene profession and state board statutes.
- Demonstrate appropriate response to medical emergencies and life support measures as needed.
- Apply principles of oral health education in delivery of care to individuals or groups.
- Demonstrate life-long learning to stay abreast of current research and provide current standard of care.

NOTE

A 20 ACT composite score (within the last 5 years) OR GPA of 2.5 on pre-requisite and general education courses required in order to be eligible for acceptance in the Dental Hygiene program at Hillyard Technical Center. A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.

Prerequisites–NCMC

| Course Title | Course Number | Hours |
|----------------------------------|---------------|-------|
| Human Anatomy & Physiology w/Lab | BI238 | 8 |

| | | |
|---------------------------------|-------|---|
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |
| Microbiology w/Lab | BI243 | 4 |
| Introduction to Chemistry w/Lab | CH107 | 4 |
| Basic Medical Terminology | AH160 | 3 |

General Education–NCMC

| Course Title | Course Number | Hours |
|--|----------------------|--------------|
| Employment Strategies | BT240 | 1 |
| English I | EN101 | 3 |
| American History to 1877 or National Government | HI103 or PL216 | 3 |
| College Algebra | MT122 | 3 |
| General Psychology | PY121 | 3 |
| General Sociology | SO107 | 3 |
| Speech | SP175 | 3 |

Program Requirements–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri 30

Total Degree Requirements **68**

Diagnostic Medical Sonography AAS

This program, in affiliation with Hillyard Technical Center (HTC), provides a learning opportunity to improve job marketability and increase earning power of graduates, while at the same time meeting the needs of Diagnostic Medical Sonography in Northwest and North Central Missouri. The program helps individuals attain their education goals. The Diagnostic Medical Sonographer uses special imaging equipment that directs sound waves into a patient's body (in a procedure commonly referred to as an ultrasound, sonogram, or echocardiogram) to assess and diagnose various medical conditions.

Through an agreement, NCMC students will be awarded thirty college credit hours upon successful completion (C or above) in all classes of the Diagnostic Medical Sonography program at HTC and the additional coursework required from NCMC.

Program Outcomes

At the completion of this program the graduate will be able to:

- Enter the workforce as a Diagnostic Medical Sonographer.
- Provide basic patient care and comfort.
- Demonstrate knowledge and understanding of human anatomy and sectional anatomy.
- Demonstrate knowledge and understanding of physiology, pathology, and pathophysiology.

- Demonstrate knowledge and understanding of acoustic physics, Doppler ultrasound principles, and ultrasound instrumentation.
- Demonstrate knowledge and understanding of the interaction between ultrasound and tissue and the probability of biological effects in clinical examinations.
- Employ professional judgment and discretion.
- Understand the fundamental elements for implementing a quality assurance and improvement program, and the policies protocols, and procedures for general function of the ultrasound laboratory.
- Recognize the importance of continuing education.
- Recognize the importance of, and employ, ergonomically correct scanning techniques.
- Transfer to a four-year Diagnostic Medical Sonography Program.

NOTE

GPA 2.75 required on pre-requisite and general education courses in order to be eligible for acceptance into the Diagnostic Medical Sonography program at Hillyard Technical Center. A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.

Prerequisites–NCMC

| Course Title | Course Number | Hours |
|----------------------------------|----------------------|--------------|
| Basic Medical Terminology | AH160 | 3 |
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |
| Microcomputer Applications I | BT160 | 3 |
| College Algebra | MT122 | 3 |
| Introduction to Physics | PS108 | 4 |
| Speech | SP175 | 3 |

General Education–NCMC

| Course Title | Course Number | Hours |
|-------------------------------|-----------------------|--------------|
| Employment Strategies | BT240 | 1 |
| English I | EN101 | 3 |
| American History to 1877 | | |
| or National Government | HI103 or PL216 | 3 |
| General Psychology | PY121 | 3 |

Program Requirement–HTC

| | |
|--|-----------|
| Taken at Hillyard Technical Center in St. Joseph, Missouri | 30 |
| Total Degree Requirements | 64 |

Emergency Medical Technology/Paramedic

AAS

This program is designed to meet the needs of Licensed Paramedics (EMT-P) who are currently employed, but wish to pursue further education. The program will provide preparation in either management or health sciences.

Paramedics licensed in the state of Missouri will receive advanced placement into the Associate in Applied Science degree in Emergency Medical Technology-Paramedic program. Thirty (30) college credit hours will be awarded for completion of requirements of the paramedic program and the required NCMC coursework.

Program Outcomes

At the completion of this program the graduate will be able to:

- Utilize appropriate assessment and triage skills in all areas of medical/trauma situations.
- Apply knowledge and skills learned to safe professional practice as and EMT-P.

NOTES: A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.

Program Requirement-valid Missouri EMT-P license 30

Health Track

| Course Title | Course Number | Hours |
|--|-----------------------|--------------|
| Math for Allied Health Sciences | AH106 or higher level | 3 |
| Basic Medical Terminology | AH160 | 3 |
| Principals of Pharmacology (non-nursing) | AH200 | 3 |
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |
| Microbiology w/Lab | BI243 | 4 |
| Employment Strategies | BT240 | 1 |
| English I | EN101 | 3 |
| American History to 1877 | | |
| or National Government | HI103 or PL216 | 3 |
| Speech | SP175 | 3 |

Total Degree Requirements 61

Management Track

| Course Title | Course Number | Hours |
|----------------------------------|-----------------------|--------------|
| Math for Allied Health Sciences | AH106 or higher level | 3 |
| Principles of Management | BA150 | 3 |
| Human Resource Management | BA161 | 3 |
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |
| Microcomputer Applications I | BT160 | 3 |
| Employment Strategies | BT240 | 1 |
| English I | EN101 | 3 |
| American History to 1877 | | |

| | | |
|----------------------------------|-----------------------|-----------|
| or National Government | HI103 or PL216 | 3 |
| General Psychology | PY121 | 3 |
| Social Psychology | PY214 | 3 |
| Speech | SP175 | 3 |
| Total Degree Requirements | | 66 |

Occupational Therapy Assistant AAS

This program, offered by the Missouri Health Professions Consortium, is designed to educate and prepare occupational therapy assistants to provide occupational therapy interventions to the citizens of Missouri and neighboring states, especially those in rural and underserved areas. We educate and prepare generalists to have the knowledge, skills, and professional behaviors that are necessary to work in both traditional and emerging areas of practice. Our mission is consistent with the mission of the Consortium partners who have joined together in a forward thinking manner to provide resources, administrative structure and educational opportunities.

Program Outcomes

At the completion of the program, the graduate will be eligible to sit for the NBCOT certification exam. Upon passing the exam, graduates will be qualified to apply for Missouri licensure to deliver occupation therapy services to a variety of clients across the life span and in a variety of practice settings.

Graduates of the program will have experience in and be qualified to deliver entry-level occupational therapy services to clients focusing on the application of purposeful and meaningful activities. Skills will include utilization of clinical reasoning appropriate to the OTA role, transmission of the values and beliefs of ethical practice, and competence in order to meet career responsibilities and the client's occupational needs.

NOTES

Cumulative GPA of 2.5 is required in order to be eligible for acceptance into the OTA program. A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.

General Education

| Course Title | Course Number | Hours |
|--|-----------------------|--------------|
| Basic Medical Terminology | AH160 | 3 |
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |
| American History to 1877 | | |
| or National Government | HI103 or PL216 | 3 |
| English I | EN101 | 3 |
| Intermediate Algebra | MT110 | 3 |
| General Psychology | PY121 | 3 |
| Human Growth & Development | PY233 | 3 |
| Speech | SP175 | 3 |
| Elective Credit – any 3 credit hour course not already in curriculum | | 3 |

Program Requirements

| | | |
|--|-------|-----------|
| Foundations of Occupational Therapy | OT200 | 4 |
| Medical Conditions in Occupational Therapy | OT205 | 3 |
| Analysis of Occupations | OT210 | 2 |
| Mental Health & Psychosocial Practice | OT215 | 4 |
| Pediatric & Adolescent Practice | OT220 | 4 |
| Functional Kinesiology | OT250 | 2 |
| Physical Disabilities Practice | OT255 | 4 |
| Community Practice | OT260 | 3 |
| Ethics, Management, & Leadership | OT265 | 3 |
| Professional Skills/Capstone | OT270 | 3 |
| ADN A Fieldwork | OT290 | 8 |
| ADN B Fieldwork | OT295 | 8 |
| Total Degree Requirements | | 80 |

Physical Therapy Assistant AAS

This program is an affiliate program with State Technical College of Missouri in Linn, Missouri as a member of the Missouri Health Professions Consortium. State Technical College is the degree-granting institution.

Physical therapy assistants perform a variety of tasks. Under the direction and supervision of physical therapists, they provide part of a patient's treatment. This might involve exercises, massages, electrical stimulation, paraffin baths, hot and cold packs, traction, and ultrasound. Physical therapist assistants record the patient's responses to treatment and report the outcome of each treatment to the physical therapist.

The duties of physical therapy assistants include some clerical tasks, such as ordering depleted supplies, answering the phone, and filling out insurance forms and other paperwork. Physical therapist assistants should be well-organized, detail oriented, and caring. They usually have strong interpersonal skills and a desire to help people in need.

Program Outcomes

At the completion of this program the graduate will be able to:

- A general education foundation in the liberal arts and sciences.
- Practice under the direction and supervision of a physical therapist in a legal, safe, and ethical manner.
- Technical skills implementing selected components of interventions identified in the plan of care established by the physical therapist.
- Technical skills performing components of data collection skills essential for carrying out the plan of care established by the physical therapist.
- Communication (written and oral) with the patient, physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.
- Recognition of individual and cultural differences.
- Education of patients, health care providers, and others.

- Participation in administration of physical therapist services.
- Identification and participation in lifelong learning activities and career development opportunities.
- Awareness of social responsibility, citizenship, and advocacy.
- Help manage patients with back and neck injuries, sprains and strains, arthritis, burns, amputation, wounds, neurological conditions, surgical intervention injuries related to work or sports.
- Help individuals of all ages who are ill, injured or have a health condition that limits their ability to perform daily activities needed for life.
- Care provided by a PTA may include teaching patients' exercises and activities to increase mobility, strength and coordination.
- Use physical modalities such as heat, ice, ultrasound, traction, massage or electrical stimulation to help decrease pain, increase motion and improve function.
- Assist the Physical Therapist in performing patient tests, measurements, and evaluations, such as range of motion and manual muscle tests, gait and functional analyses, and body parts measurements.
- Confer with the physician and with physical and other therapists, social workers, nurses, and psychologists regarding patient cases.
- Administer manual therapeutic exercises to improve or maintain muscle function.
- Secure patients in or on therapy equipment.
- Teach and motivate patients in non-manual exercises, such as isometrics, practical activities, such as walking.
- Administer treatments involving the application of such agents as light, heat, water, and electricity.
- Observe the effects of various types and durations of treatments and confer with the physical therapist and medical staff on adjusting treatment to achieve maximum benefits.
- Administer deep and surface massage techniques.
- Administer traction to relieve neck and back pain.
- Record patients' treatments, responses, and progress.

NOTE

GPA of 2.75 is required in the general education courses in order to be eligible for acceptance into the PTA program.

A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.

General Education–NCMC

| Course Title | Course Number | Hours |
|----------------------------------|---------------------------------|--------------|
| Basic Medical Terminology | AH160 | 3 |
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |
| Microcomputer Applications I | BT160 | 3 |
| Employment Strategies | BT240 | 1 |
| Introduction to Chemistry w/Lab | CH107 or other physical science | 4 |
| English I | EN101 | 3 |

| | | |
|-------------------------------|-----------------------|---|
| American History to 1877 | | |
| or National Government | HI103 or PL216 | 3 |
| College Algebra | MT122 | 3 |
| General Psychology | PY121 | 3 |
| Speech | SP170 | 3 |

Program Requirements—State Technical College

Taken from State Technical College in Linn, Missouri. The degree is conferred by State Technical College of Missouri.

Radiology Technology AAS

The program is designed for students to earn their AAS degree at the completion of their core Radiology Program through Hillyard Technical Center (HTC) in St. Joseph, Missouri or from Research Medical Center (RMC) in Kansas City, Missouri as required by accreditation. NCMC students will be awarded thirty college credit hours for coursework taken from HTC or Research Medical Center upon successful completion (C or above) in all classes in the Radiology Technology program at NCMC.

Program Outcomes

At the completion of this program the graduate will be able to:

- Exercise clinical competence in performing and evaluating exams.
- Maintain patient safety.
- Practice within the legal and ethical parameters of the profession.
- Apply problem solving and critical thinking skills.

NOTES

***BIO110 Human Anatomy, 5 cr hrs. at HTC plus BI241 Human Chemistry w/lab, 3 cr hrs., at NCMC can substitute for BI240 & BI242 or equivalent at NCMC.*

A minimum grade of “C” is required for all courses within the degree plan. Contact the Health Sciences Program Coordinator for more information.

HTC Prerequisites—NCMC

| Course Title | Course Number | Hours |
|----------------------------------|---------------|-------|
| General Biology w/Lab | BI100 | 5 |
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |
| English I | EN101 | 3 |
| College Algebra | MT122 | 3 |
| Speech | SP175 | 3 |

HTC General Education—NCMC

| Course Title | Course Number | Hours |
|------------------------------|---------------|-------|
| Medical Law & Ethics | AH211 | 3 |
| Microcomputer Applications I | BT160 | 3 |
| Employment Strategies | BT240 | 1 |
| American History to 1877 | | |

| | | |
|-------------------------------|-----------------------|---|
| or National Government | HI103 or PL216 | 3 |
| General Psychology | PY121 | 3 |

Program Requirements–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri 30

Total Degree Requirements 65

RMC Prerequisites–NCMC

| Course Title | Course Number | Hours |
|----------------------------------|---------------|-------|
| Basic Medical Terminology | AH160 | 3 |
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |
| *English I | EN101 | 3 |
| *College Algebra | MT122 | 3 |
| Speech | SP175 | 3 |

RMC General Education–NCMC

| Course Title | Course Number | Hours |
|--------------------------------|-----------------------|-------|
| Medical Law & Ethics | AH211 | 3 |
| *General Biology w/Lab | BI100 | 5 |
| Microcomputer Applications I | BT160 | 3 |
| Employment Strategies | BT240 | 1 |
| *American History to 1877 | | |
| or *National Government | HI103 or PL216 | 3 |
| General Psychology | PY121 | 3 |

Program Requirements–RMC

Taken at Research Medical Center in Kansas City, Missouri 30

Total Degree Requirements 68

Note

Research Medical Center requires a GPA of 2.75 on required courses to be eligible for acceptance in the Radiology Technology program. A minimum grade of "C" is required for all courses within the degree plan. Contact the Health Sciences Program Coordinator for more information. Research Medical Center requires Anatomy (with lab), Physiology (with lab) and College Algebra be taken within the last 5 years.

Surgical Technology AAS

This program is an affiliate program with Hillyard Technical Center (HTC) for continuing the education of the Surgical Technologists who graduate from Hillyard Technical Center in St. Joseph, MO. With the AAS degree, students increase the likelihood of employment. Many health care facilities require a degree before employment. Surgical Technologists, certified by the Liaison Council on Certification for the Surgical Technologist, receive 30 credit hours of college credit applicable to the AAS degree with proof of certification and upon completion of the

coursework from NCMC.

Program Outcomes

At the completion of this program the graduate will be able to:

- Demonstrate growth in personal, vocations, and community live.
- Demonstrate responsibility in directing and delivering patient care.
- Contribute to the delivery of health care as a resourceful member of the health care team.
- Practice effective verbal and non-verbal communication.
- Exhibit attitudes and behaviors that are respectful.
- Practice effective communication.
- Participate in educational and professional development.
- Qualify to apply and take the National Certification Examination for Surgical Technologists.
- Demonstrate responsibility as a Certified Surgical Technologist according to the
- National Board of Surgical Technology and Surgical Assisting (NBSTSA).

NOTE

A minimum grade of “C” is required for all courses in the degree plan. Contact the Health Sciences Coordinator for more information.

Prerequisites–NCMC

| Course Title | Course Number | Hours |
|----------------------------------|---------------|-------|
| Human Anatomy & Physiology w/Lab | BI238 | 8 |
| OR Human Anatomy w/Lab | BI240 | 4 |
| AND Human Physiology w/Lab | BI242 | 4 |

General Education–NCMC

| Course Title | Course Number | Hours |
|---|----------------|-------|
| Math for Allied Health | AH106 | 3 |
| Medical Law & Ethics | AH211 | 3 |
| General Biology w/Lab | BI100 | 5 |
| Microcomputer Applications I | BT160 | 3 |
| Employment Strategies | BT240 | 1 |
| English I | EN101 | 3 |
| American History to 1877 or National Government. | HI103 or PL216 | 3 |
| General Psychology | PY121 | 3 |
| General Sociology | SO107 | 3 |
| Speech | SP175 | 3 |

Program Requirements–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri 30

Total Degree Requirements 68

Other Educational Opportunities

Articulated Technical Education

Articulated credit offers students a way to save money and time completing an Associate of Applied Science (AAS) degree or a career Certificate. Students can earn the equivalent of college credit by participating in articulated courses while in high school or at an area technical school/career center.

Articulated credit is not intended to be used as transfer credit. However, it may be used to fulfill requirements of many AAS programs at NCMC. Please visit with an advisor to see how you might be able to utilize this credit.

The high school/technical school/career center must complete and submit a certificate of articulated credit to NCMC upon completion of the courses by the student.

Students follow the steps below to have articulated credit transcribed at NCMC:

- Enroll at NCMC within 15 months of high school graduation.
- Present an official articulated credit certificate to the Registrar's Office prior to your first semester of enrollment at NCMC.
- Complete 12 credit hours at NCMC with at least a 2.0 GPA.
- Apply with the Registrar's Office to have the articulated credits transcribed.

Articulation credit hours vary by program. If you intend to transfer with articulated credit, please check with the transfer institution to determine if articulated credit will be accepted. Contact the program coordinator, ext. 1278, for more information.

Business/Industry Training & Certification

In addition to traditional college credit courses, North Central Missouri College offers specialized training programs for employees of area businesses, industries, and agencies. Such programs can be designed to meet the specific training needs of organizations in an efficient and cost-effective manner. Depending upon the arrangement, employees in such courses may earn college credit, continuing education units (CEUs), or no credit at all. Classes may be taught on-site or on campus.

NCMC instructors and consultants who provide the specialized training are professionals actively working in their fields and are skilled at sharing their knowledge with adult students of all ranges of ability. Instructors may provide a single course, a short seminar, or an organized program of classes. The subject matter can be condensed or expanded to fit the time allowed by the participating organization. Courses may be offered during working hours, at lunch breaks, or after work. They can be prepared promptly and offered when needed without regard to the academic calendar of the College. Contact the Director of Corporate and Business Relations at ext. 1278 for additional information.

Community Education

NCMC offers cultural and general information courses to area adults through community education classes. These non-credit courses can help you upgrade occupational skills or learn a new hobby. A variety of community education classes

are available including computer classes, arts and crafts, personal improvement and more.

High School Dual Credit

NCMC offers students at participating schools an opportunity to earn college credit while in high school. High school seniors and juniors, and under certain circumstances sophomores and freshmen, may take college credit classes in the high school and receive both college and high school credit. Students must meet the requirements set forth by the Missouri Department of Higher Education and meet NCMC's prerequisites for entry into specific courses.

Students who enroll in dual credit classes must complete the dual credit admissions process. A copy of the student's high school transcript and approval from a high school official are required for enrollment. Contact the Dual Credit office at ext. 1318 for more information.

Upward Bound

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves a total of 50 high school students each year who are either low-income or first-generation college students from the communities of Chillicothe, Gallatin, Galt, Hamilton, Jamesport and Trenton in Missouri. The goal of Upward Bound is to assist students to achieve at a proficient level during high school assessments; increase enrollment in post-secondary education by the fall term immediately following the student's expected graduation date from high school; and increase the enrollment of post-secondary education completion.

The project provides instruction in math, laboratory science, composition, literature and foreign language. Other services include: academic advising, career exploration, college selection, financial aid and scholarship application assistance, mentoring, personal advising, services and activities for parents, winter open house, summer orientation, target school advocacy and the PEA (Parents/Educators/Alumni) Board.

Upward Bound has three components that make up its services. During the academic component, students attend weekly after school tutoring sessions and Xtreme Saturdays once a month, where students from all six schools come together to take part in workshops focused on academics and life skills. Students also take campus visits to area colleges and universities as well as cultural excursions.

During the summer, students participate in a six-week residential program on the NCMC campus. The summer program is designed to give students an extra jump on their academic year while experiencing life on a college campus. Enrichment classes, weekly cultural trips, campus visits and community service projects give the students a well-rounded experience. The Bridge program during the summer component provides Upward Bound seniors who have graduated high school the opportunity to take college classes and earn college credit at NCMC.

The Upward Bound Program is funded by the U.S. Department of Education under the category of Federal TRIO Programs. For more information on the program, contact the UB Office located in Geyer Hall, ext. 1348.

Course Descriptions

Course Prefix Meanings

The course descriptions that follow are listed in alphabetic order by course prefix.

| | |
|--------------------------------------|---|
| AC = Accounting | HI = History |
| AG = Agriculture & Natural Resources | HM = Health Information Management |
| AH = Allied Health | HU = Humanities |
| AR = Art | IT = Computer Science and Information Systems |

| | |
|----------------------------------|-------------------------------|
| AT = Applied Technology | MF = Manufacturing Technology |
| BA = Business Management | MT = Mathematics |
| BH = Behavioral Health | MU = Music |
| BI = Biological Science | OT = Occupational Therapy |
| BT = Business Technology | PE = Physical Education |
| CD = Early Childhood Development | PH = Philosophy |
| CH = Chemistry | PL = Political Science |
| CJ = Criminal Justice | PM = Pharmacy Technician |
| CS = College Skills | PN = Practical Nursing |
| DS = Developmental Studies | PS = Physical Science |
| EC = Economics | PY = Psychology |
| ED = Education | RL = Religion |
| EN = English | RN = PN to ADN Nursing |
| FL = Foreign Language | SO = Social Science |
| FS = Fire Science | SP = Speech |
| GE = Geography | TH = Theatre |

On-ground Course Semester Designation

| | |
|-----|---|
| F | the course is offered in the fall semester |
| SP | the course is offered in the spring semester |
| SU | the course is offered in the summer semester |
| FE | the course is offered in fall even years |
| FO | the course is offered in fall odd years |
| SE | the course is offered in spring even years |
| SO | the course is offered in spring odd years |
| DD | the course is offered at the discretion of the department |
| CBA | course by arrangement with instructor |

Online Course Semester Designation

| | |
|-----|--|
| OF | the course is offered online in the fall semester |
| OSP | the course is offered online in the spring semester |
| OSU | the course is offered online in the summer semester |
| OFE | the course is offered online in fall even years |
| OFO | the course is offered online in fall odd years |
| OSE | the course is offered online in spring even years |
| OSO | the course is offered online in spring odd years |
| ODD | the course is offered online at the discretion of the department |

Courses offered at off-campus sites at the discretion of the department.

*Some courses may require a minimum placement test score or completion of related course prior to enrollment. This is noted as a **PREREQUISITE** and appears at the end of the course description.*

Accounting

AC 136 Elementary Accounting I

3 credits

An introductory course in double-entry methods of accounting for service and merchandising enterprises. This includes the complete accounting cycle, special journals, notes and interest, accruals and deferrals, receivable, inventory and plant assets. (F, SP, OF, OSP, OSU)

AC 137 Elementary Accounting II

3 credits

A continuation of Accounting 136, with emphasis on partnerships and corporations. The basics of financial analysis, cost accounting and managerial accounting are also included. **PREREQUISITE: AC 136.** (F, SP, OF, OSP, OSU)

AC 186 Payroll Accounting

3 credits

This course covers the basics of payroll preparation and the filling out of forms that must be filed quarterly and annually by most businesses. (OSP)

AC 206 Computer Accounting

3 credits

This course uses computers to apply the basic principles and procedures of accrual accounting with a sophisticated accounting software program. Computer accounting applications include general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory and job cost. (OF)

Agriculture & Natural Resources

AG 100 Introduction to Agribusiness Systems

3 credits

An introduction to the Agribusiness Systems career pathway. Topics covered include an overview of the agribusiness industry, economic principles in agribusiness, and retail agribusiness sales. (SP)

AG 103 Soils & Fertilizers

3 credits

A basic study of soils formation, morphology, relationship to water, physical properties, chemical properties, organic matter, classification, erosion and soils relationship to the environment. Plant growth requirements, fertilizers and soil testing are also covered. (SP)

AG 104 Soils & Fertilizers Laboratory

1 credit

Laboratory course including practical experiences related to soil texture, structure, morphology, and chemistry. Other topics include: land classification and legal descriptions, USDA Web Soil Survey, soil testing, and interpreting soil tests. Taken in conjunction with AG103. (SP)

AG 105 Plant Science

3 credits

An introductory course in agronomy; areas of study include plant morphology, growth processes, growth and development, crop investment, climate, and nutrition.

(F)

AG 106 Plant Science Lab

1 credit

Lab activities involving plant and seed identification, seed germination, plant growth and plant nutrition; taken in conjunction with AG 105. **(F)**

AG 107 Animal Science

3 credits

An introductory course in animal science; areas of study include genetics, reproduction, nutrition, health and management of meat and companion animals. **(F, SP)**

AG 108 Animal Science Laboratory

1 credit

Laboratory including practical experiences with anatomy and physiology, live animal and meat grading, animal reproduction, and animal health; taken in conjunction with AG107. **(F, SP)**

AG 109 Pork Production & Management

3 credits

A study of management decisions related to the breeding, feeding, marketing and management of commercial and purebred swine. **(DD)**

AG 112 Beef Production & Management

3 credits

A study of management decisions related to the breeding, feeding, marketing and management of commercial and purebred beef operations. **(SP)**

AG 114 Crop Science

3 credits

A study of management decisions related to germination, seed selection, and tillage and seedbed preparation, planning methods, fertility, pest control, harvest and storage, and marketing of grain, oilseed and forage crops. **(SP)**

AG 116 Biomass Crops

3 credits

This course will introduce fundamental principles and practical applications of the properties and production of biomass feedstock, as well as harvesting, transportation, storage, and processing of biomass in the alternative fuels industry. Emphasis is placed on the study of biomass types, economic costs, sustain ability, and employment issues. Students will be introduced to biomass gasification and conversion of energy and mass from one form to another. Student will examine the conditions that produce the greatest conversion yields and discover the most efficient manners of producing, collecting and transporting biomass for fuel production. **(DD)**

AG 117 Agricultural Mathematics

3 credits

An intensive review of the fundamentals of basic arithmetic, fractions, percentages, geometric and algebraic solutions as applied to the field of agriculture.

PREREQUISITE: appropriate ACT or placement test score, or completion of DS 048. (SP)

AG 124 Horses & Horsemanship**3 credits**

A study of the scope and role of the light horse industry, breeds, development of the horse and its use, selection, breeding, feeding, anatomy and foot care, tack and unsoundness. Visits to stables and equine events will be included. (DD)

AG 125 Light Horse Production**3 credits**

This course will explore in detail the important aspects of light horse production including breeding and reproduction, feeds and feeding, stable management, horse health and behavior, selection and judging for commercial or purebred horses. (Lab fee) (SP)

AG 130 Farm & Environmental Safety**2 credits**

A study of the mechanical, chemical, electrical, livestock structural and environmental hazards in a farm or natural resource environment. Students will demonstrate the safe operation of tractors, implements, lawn mowers, chain saws, ATV, and pickup with livestock trailer. Basic first-aid is also covered. Students earning passing scores will receive a certificate of training from the U. S. Department of Labor. (F, SP)

AG 132 Agriculture Mechanics**4 credits**

A study of basic agriculture mechanics including shop safety and operation, tool identification and use, arc and oxyacetylene welding, oxyacetylene and plasma cutting, woodworking, concrete and plumbing, and machinery and engine maintenance. (F)

AG 148 Agriculture Sales**3 credits**

Students will study how to become effective sales representatives for agribusiness. (SP)

AG 163 Agriculture Credit and Finance**3 credits**

A survey of the principles, concepts and functions of credit and finance as related to agriculture. (SP)

AG 215 Ag & Natural Resources Internship**6 credits**

Applied training in a production agriculture operation, an agriculturally related business, or natural resource management agency following a prearranged training plan arrived at cooperatively by the employer, the student and the College, with experiences appropriate for the student and training enterprise. Periodic visits by instructor for conferences with the student and employer. **PREREQUISITE: Instructor permission. A minimum of 45 credit contact hours is required for every hour of credit.** (SP, SU)

AG 223 Agriculture Economics**3 credits**

An introduction to the basic concepts and issues of economics as they relate to the food and fiber industry and management of natural resources. Additional projects involving global agricultural trade are included. **(F)**

AG 224 Principles of Light Horse Training **2 credits**
Lectures will pertain to horse behavior and training methods. Students will learn the principles, theory and practical experience of the training of foals up to two years old. (Lab fee) **(SP)**

AG 225 Advanced Light Horse Training **2 credits**
Students will develop further expertise in training, managing, feeding and preparing two-year-old horses. Each student is assigned a horse to take through basic training stages from haltering to riding. (Lab fee) **(SP)**

AG 227 Feeds & Feeding **3 credits**
A basic study of the fundamentals of animal nutrition and feeding requirements, calculation and preparation of balanced rations, and methods of feeding. **(DD)**

AG 230 Agricultural Marketing **3 credits**
Principles, methods and techniques utilized in marketing agricultural products. Special emphasis will be placed on the marketing options and their use. Guest speakers and field trips will be used in addition to discussions. **(DD)**

AG231 Tractor Electronic Systems **3 credits**
Introduction to Wheel Tractors Cab System Operations, steering, three-point hitch, transmissions, power take-off, and hydraulics, with emphasis on how tractor electronics control those systems. Technicians will learn correct steps for flashing, configuring, and calibrating the wheel tractor. Course covers the use of on-board electronic diagnostics and diagnostics using Electronic Diagnostic Tool. **(DD)**

AG 240 Soil & Farm Water Management **3 credits**
A study of planning water management practices for soil productivity, farm surveying, design, layout and maintenance of conservation practices utilized in cropland, pasture/ hay land, woodland and land uses. **(DD)**

AG 267 Agribusiness Operations **3 credits**
Principles and methods involved in the operation of an agribusiness enterprise. Topics covered include: planning, personnel, control, budgeting and pricing. **(DD)**

AG 270 Farm Mgmt. & Records Analysis **3 credits**
A study of economic principles related to the management and operation of farm businesses; purposes and methods of keeping farm records and analysis of the farm business. **(F)**

Allied Health

AH 102 Human Body: Health & Disease

3 credits

This course is designed to provide fundamental information in human anatomy and physiology for those entering health-related fields of study. It includes education regarding all the body systems, common pathology/diseases, diagnostic and treatment modalities. (Does not meet science requirement for AA degree.) (OF, OSP, OSU)

AH 106 Math for Allied Health Sciences

3 credits

This course is primarily designed to provide the allied health student with a review of basic mathematics, as well as methods of dosage calculation within the systems of weights and measures. Specific Intravenous (IV) drip flow rates and pediatric formulas are included. Emphasis is placed on correct dosage calculations. (F, SP, OF, OSP, OSU)

AH 125 Intro. Anatomy & Physiology for Allied Health

4 credits

Introduction to the structure and function of the cells, tissues, organs, and organ systems of the human body. Focus and terminology used is intended for students entering specific allied health programs; does not fulfill nursing program requirement. (OSU)

AH 160 Basic Medical Terminology

3 credits

A course designed for students who wish to enter the healthcare field or for those presently employed who wish to upgrade current skills of understanding and utilizing medically related terms. Approach is from the general use of roots, prefixes and suffixes of terms most frequently encountered and related to specific body systems. (OF, OSP, OSU)

AH 200 Principles of Pharmacology (Non-nursing)

3 credits

This course is the study of the principles of pharmacology and their application to allied health professionals (non-nursing). Mathematics skills are reviewed for the safe administration of medications. The nursing process, critical thinking and therapeutic communication in a community-based health care system are included. Cultural and ethnic variations are discussed. Emphasis is placed on committing to lifelong learning in the continually changing area of health care. **PREREQUISITE:** DS048 or appropriate math placement score within last three years. (Lab fee) (OF, OSP)

AH 202 Health Insurance Billing

3 credits

This course is designed to introduce students to major nationwide medical insurance programs, provide students with a basic knowledge of national diagnosis and procedure coding systems, and simplify the process of filing claim forms. (OF)

AH 210 Medical Assisting: Clinical Procedures

3 credits

This course teaches the medical assistant student the principles and importance of asepsis and infection control; procedures for specimen collection and processing; clinical office diagnostic testing procedures; principles of patient care; how to take a

medical history; how to perform a basic physical examination; and the principles of radiology. This course requires students to travel to campus for four labs throughout the semester. **PREREQUISITES: AH 102, AH 200; co-requisite: AH 222 (Lab fee) (OSP)**

AH 211 Medical Law and Ethics

3 credits

This course is designed to expose professional to the dynamic legal and ethical aspects of employment in a health care setting. The various components of medical law and ethics will be explored in a way that is applicable to the healthcare profession. This course will provide insight to help the student gain confidence in dealing with legal and ethical problems that occur as a member of the healthcare system. **(OF, OSP, OSU)**

AH 222 Medical Assistant Internship

3 credits

This internship is designed to place students in a variety of ambulatory care and acute care settings and is available to students who have completed the course requirements for the Medical Assistant AAS program. The student applies principles and skills for filing health insurance, billing, diagnostic and procedural coding, business office skills, as well as records management through virtual simulation training and then through real-life experiences. Students are mentored by the supervisor or designated person at the approved internship site. Students are not paid for the hours spent in the internship by the College nor the internship site. The internship is a total of 90 clinical hours. **PREREQUISITE: Requires "C" or above in all courses and program advisor's permission. (OSP, OSU)**

AH 223 First Aid & Emergency Procedures

2 credits

This course is designed to help students recognize an emergency, prepare for emergencies, recognize signs and symptoms of acute illness and injury, and how to care for the patient in each situation. **(OF, OSP)**

Art

AR 102 Appreciation of the Arts

1-3 credits

Offered on occasion on various special topics, with specific content indicated by course subtitle. Credit hours determined by contact hours, activities and assignments as appropriate to content. Humanities credit. **(DD)**

AR 104 Art Appreciation

3 credits

A broad survey of the visual arts guiding the student toward an awareness of art in relation to the environment. Includes the examination of motivations for creating art, the study of various artistic processes and the chronological study of the history of art. Humanities credit. **(F, SP, OF, OSP, OSU)**

AR 105 Design I

3 credits

An introductory course about two-dimensional design principles and elements and how they relate to the other arts. **(F)**

AR 106 Drawing I**3 credits**

A basic course emphasizing the elements of drawing and the interpretation of visual properties of form and space through drawing. No painting or color involved. **(F, SP)**

AR 109 Beginning Oil Painting**3 credits**

Beginning Oil Painting introduces the student to the basic fundamentals of oil painting as a means for student development. Students will develop skills in using painting materials, as well as solving problems in basic compositions. **(DD)**

AR 111 Painting I**3 credits**

Introduction to painting through exploration of a variety of techniques, focusing on acrylic and oil mediums. A great deal of attention will be paid to drawing skills in relation to the painting process. Emphasis on studio work. **PREREQUISITE: AR 106. (SP)**

AR 112 Water Color Media**3 credits**

This course provides experience with selected water-based painting media: water color, casein, tempera and acrylics. **(DD)**

AR 205 Design II**3 credits**

This course focuses on the characteristics of color within design. The application of color to the design process through various instruction and projects will engage students in the theory and practice of color design. **PREREQUISITE: AR 105. (SP)**

AR 206 Drawing II**3 credits**

Experience in interpretation of the visual elements from all sources of design: landscape, plant life, man-made and geometric forms, and animal and human forms. Emphasis on creative problems and composition. Use of varied drawing media. **PREREQUISITE: AR 106. (F, SP)**

AR 211 Painting II**3 credits**

Painting II provides a focus on the compositional, technical and stylistic approach to form and content in paint media. Emphasis on composition and expressive originality. **PREREQUISITE: AR 111. (SP)**

Applied Technology

AT 240 Industrial Hygiene & Safety**3 credits**

This course outlines real-world illustrations and solutions in safety training that utilize performance-based occupational safety concepts. As well as workplace safety and training, the course covers changing the workplace culture while improving communication. **(DD)**

Business Management

BA 101 Introduction to Business**3 credits**

To introduce the student to the characteristics, functions and problems of the

business world. (F, OF, OSP, OSU)

BA 110 Current Issues in Business

3 credits

An orientation to practices and principles of marketing and industrial decisions that affect national and international businesses that contribute to social, economic and environmental changes. (F, OSP, OSU)

BA 150 Principles of Management

3 credits

An introductory course in management principles and functions. This course includes the history of management; the processes of planning, departmental organizing, directing, and controlling; and management's relationship with the community and the environment. (F, SP, OF, OSP, OSU)

BA 154 Principles of Marketing

3 credits

Marketing foundations represent the basic skills and understandings of the marketing concept within the business environment and the management systems within which it is implemented. Concepts include the marketing mix, consumer behavior, market segmentation, targeted marketing and distribution. The development of a marketing plan is the focal point of the course. (F, OSP, OSU)

BA 161 Human Resource Management

3 credits

This course is a comprehensive review of essential personnel management concepts, law, controversies, and techniques of success currently being used in business.

PREREQUISITE: BA 150. (SP, OF)

BA 176 Business Management Internship

4 credits

Seminar-type courses which are based on the application of fundamental business principles and curriculum competencies at both a local internship training station and in the classroom. Must be taken sequentially thereafter. Membership to Delta Epsilon Chi is required. **PREREQUISITE: Instructor permission. A minimum of 45 contact hours is required for every hour of credit. (CBA)**

BA 204 Credit & Finance

3 credits

A study of the organization and operation of credit departments, consumer and commercial credit, collections, and business finance. (SP, OF)

BA 221 Business Law

3 credits

An introduction to statutory and administration regulations governing business conduct for small businesses and individuals. Emphasis is placed on contracts, negotiable instruments, employer/employee relationship, sale of personal and real property and insurance. (F, OSP)

BA 269 Entrepreneurship

3 credits

Each student identifies a business opportunity and prepares all the plans and analyses which would be necessary to develop the proposed business with

instructional guidance and assistance. (SP, OF)

BA 279 Special Topics in Business

1-3 credits

A course offered in response to a specific situation; a variable issue-oriented course which has its content described in a subtitle. Credit and prerequisite as announced. (DD)

BA 280 International Business

3 credits

This course introduces students to the world of international business and management by studying cultural influences, government, and business structures in our global economy. Students will also learn about trade relations, international finance and legal and labor agreements. Also covered are topics on information needs, production systems, marketing and promotion and career planning.

PREREQUISITES: BA 154 or BA 176. (DD)

BA 281 International Business Travel

1 credit

This course is offered as a continuation of BA 280 International Business. The student will be given the opportunity to experience concepts learned in their International Business course by traveling abroad. The course will offer experiences in a business outside the United States, experiences in a different culture and language, and different cultural business practices. The trip will be offered during the Spring Break week only. **PREREQUISITES: BI 110 or BA 280; or BA 280; may be taken concurrently with at least a C average in the course. (DD)**

BA 285 Business Ethics

3 credits

This course is to serve as an introduction to the many topics involving ethics as they specifically relate to business. The student will also study major ethical theories and learn to apply these theories to contemporary issues. (DD)

Behavioral Health Support

BH 201 Introduction to Behavioral Health Support

3 credits

The purpose of this course is for students to become familiar with the many roles and functions of behavioral health support workers. Emphasis will be placed on the following: history of mental health agencies, current practices of the agencies where behavioral support workers are employed, skills and dispositions needed by behavioral health workers, and common clinical encounters facilitated by behavioral health workers. This course is the first in a series designed to train students to become professionals in the behavioral health field. (DD)

BH210 Motivational Interviewing & Behavioral Modification

3 credits

The purpose of this course is to explore the philosophy, principles, and procedures of behavior modification and motivational interviewing and to illustrate evidence-based applications of each across a variety of contexts. The applications of these techniques will be discussed in relation to not only the reduction of undesirable behavior, but also the

enhancement of desirable behavior. PREREQUISITES: PY121 (DD)

BH220 Wellness Coaching

3 credits

The purpose of this course is introduce students to the process of wellness coaching. Students will learn a set of techniques designed to help future clients achieve and maintain optimal emotional, financial, social, spiritual, occupational, physical, intellectual, and environmental wellness. (DD)

BH230 Systems of Care and Support

3 credits

This course focuses on identifying and building relationships with community resources. Students will learn to identify, coordinate and link community resources with client needs. Students will gain knowledge of services offered by public and private providers as well as funding sources. Students will also learn about how one's culture can impact the receiving and seeking of various services. At the end of the course students will have a resource portfolio. PREREQUISITES: SO107 (DD)

BH 240 Diagnosis of Identified Populations

3

credits

This course will provide a comprehensive overview of common mental health disorders, how symptoms manifest in everyday life, and the risk and protective factors related to these disorders. In addition, students will learn about the instruments used by licensed mental health professionals when making diagnoses. (DD)

BH 250 Evidence-based Treatments

3

credits

The purpose of this course is to expose future behavioral health support workers to commonly used mental health prevention and intervention approaches. A special emphasis is given to those evidence based treatment approaches most commonly used by community behavioral health agencies and substance abuse facilities. (DD)

BH 260 Conflict Resolution

3

credits

The purpose of this course is for students to learn conflict resolution skills that they will be able to use in their work as behavioral health support workers. This course will discuss the resolution of both interpersonal and intrapersonal conflict, as well as address the theories, concepts, and models of mental health crisis intervention. (DD)

BH280 Behavioral Health Support Clinical Practicum I

Students participate with social service agencies in order to learn the structure and function of public services agencies. Students will engage in supervised behavioral health activities in a social service agency that serves individuals, families and communities. The practicum experience provides students the opportunity to integrate and apply theory into their practice. Students must complete 120 hours of practical work experience. PREREQUISITES: BH201 (DD)

BH 290 Behavioral Health Support Clinical Practicum II

4

credits

This course offers continued applied experience in an agency setting. Students will engage in supervised behavioral health activities in a social service agency that serves individuals, families and communities. The practicum experience provides students the

opportunity to integrate and apply theory into their practice. Students must complete 150 hours of practical work experience. **PREREQUISITES:** BH280 (DD)

Biological Science

Biological science courses require placement scores that must be less than three years old.

BI 100 General Biology

5 credits

This course focuses on the general principles of biology, including ecology, cell biology, biochemistry, genetics, microbiology, botany, and zoology. Structure, function and life application are stressed as components of each unit of study. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory.

PREREQUISITE: EN101W and DS049 or appropriate placement test scores.

BI 101 General Botany

5 credits

This course focuses on a fundamental study of plant structure, physiology, ecology, economic importance, life histories, and taxonomy. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. **PREREQUISITE:** DS 049 and EN101W or appropriate placement test scores. (SP)

BI 103 General Zoology

5 credits

A general study of animal phyla with a focus on structure, ecology, behavior, taxonomy, and defining characteristics. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. **PREREQUISITE:** DS 049 and EN101W or appropriate placement test scores. (F)

BI 110 Ecology

5 credits

This course focuses on the general principles of ecology (populations, communities, and ecosystems) and field technique. The inter-relationships of the following natural resources will be stressed: air, water, soils, forests, grasslands, wildlife, fish, and endangered species. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. (F)

BI 205 Current Topics in Biology

1 credit

Articles addressing timely topics in biology are studied in this course. Summarization, verification of information, experimental design, and study of human and environmental impact of the topics will be covered. (CBA)

BI 210 Special Topics in Life Science

1-3 credits

A special topics course developed to further studies in Life Science. The subtitle of the course will indicate specific content. Credit varies from one to three hours depending on course design. This course may be repeated if the content changes. (DD)

BI 238 Anatomy and Physiology**8 credits**

This course is a study of the structure and function, including homeostatic mechanism of the chemicals, cells, tissues, and organs of the human integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Does not satisfy the life science general education requirement. Lecture and Laboratory. (Lab Fee) **(F, SP, OF, OSP, OSU)**

BI 240 Human Anatomy**4 credits**

This course is a study of the structure of the cells and tissues of the human integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Does not satisfy the life science general education requirement. Lecture and laboratory. (Lab fee) **(F, SP, OF, OSP, OSU)**

BI 241 Human Chemistry**3 credits**

The emphasis of this course is the chemistry and physiology of the cells and tissues within the human integumentary, skeletal, muscular, respiratory, digestive, urinary, cardiovascular, immunological, endocrine, nervous, and reproductive systems. Does not satisfy the life science general education requirement. Lecture and laboratory. **(CBA)**

BI 242 Human Physiology**4 credits**

This course is a study of the function including homeostatic mechanisms of the chemicals, cells, and tissues of the human integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Does not satisfy the life science general education requirement. **PREREQUISITE:** BI 240 with a minimum grade of "C". Lecture and laboratory. **(SP, OF, OSP, OSU)**

BI 243 Microbiology**4 credits**

This course is a study of microorganisms emphasizing morphology, reproduction, biochemical activities, culture techniques, pathogenicity and control. Does not satisfy the life science general education requirement. Lecture and laboratory. **(F, SP, OF, OSP, OSU)**

BI 244 Cell Biology**5 credits**

Focus on subcellular and cellular aspects of structure, function, metabolism, genetics, reproduction, communication, and tissue formation. Applications explaining the complexity and diversity in microorganisms, plants, and animals including the use of these concepts in their identification, physiology, and ecological associations. The class does not satisfy the life science general education requirement. Lecture and laboratory. **(DD)**

Business Technology

BT 110 Business Mathematics**3 credits**

This course is designed to give students basic arithmetic fundamentals that will apply in their personal and business lives. (F, OSP)

BT 130 Business Communications**3 credits**

This course is designed to give the student a basic understanding of the principles involved in verbal and written business correspondence. (F, SP, OF, OSP, OSU)

BT 160 Microcomputer Applications I**3 credits**

This course is designed to introduce students to software in the Windows environment, using current word processing, graphics presentation, spreadsheet and database software programs. The course is also designed to introduce students to the elements of Information Management that entail finding information efficiently, evaluating information critically, and using information ethically. (F, SP, OF, OSP, OSU)

BT 170 Database Concepts**3 credits**

This course provides a comprehensive presentation of Microsoft Access 2007. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and subforms; creating an application system using the Switchboard Manager; creating a report using design view; customizing forms using VBA; working with charts and pivot table objects; administering a database, SQL and Access data, in other applications. **PREREQUISITE: BT 160 or instructor approval.** (F, OSP)

BT 180 Digi Tools**2 credits**

This course is designed to prepare students to work with tools in the digital world, starting with an in-depth use of practical keyboarding techniques. In addition, use of PDAs and tablet computers, cellular technologies, digitizers/scanners and other digital tools will be demonstrated/practiced on. (SP, OF)

BT 190 Spreadsheet Applications**3 credits**

This course is designed to give the student a basic understanding of the principles and software involved in spreadsheet applications. This course is designed to give each student the basic tools in 10-key. Much of the student's success is up to the individual as the software must be practiced. **PREREQUISITE: BT 160.** (OSP, OF)

BT 200 Desktop Publishing**3 credits**

This course is designed to prepare the student to create professional looking custom publications through real life exercises and examples. Publications for both print and internet will be examined and studied. (SP)

BT 210 Web Page Design I**3 credits**

This course will introduce students to software using current desktop publishing and web page design software programs. **PREREQUISITE: BT 160 or instructor approval.** (F, OSP)

BT 215 Web Page Design II**3 credits**

This course is a continuation of the basic design principles used in Web Design. The course will also introduce new software, advanced animation and other advanced web features. **PREREQUISITES: BT 160 and BT 210. (F)**

BT 230 Office Procedures**3 credits**

This course provides the skills needed to prepare the college trained administrative assistant to meet the requirements necessary for administrative positions in today's competitive job market. This course will help the student develop good decision making skills and exercise good human relations. Areas emphasized in this course include: today's electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, employment and career advancement.

BT 240 Employment Strategies**1 credit**

This course is designed to prepare the student in beginning their job search. It will give them the tools needed to utilize and find information in today's competitive job market. **(F, SP, OF, OSP, OSU)**

BT 250 Word Processing II**3 credits**

This course is designed for the student to learn advanced word processing concepts and applications. The student will continue to receive hands-on experience on a sophisticated visual display word processing system. **PREREQUISITE: BT 160. (OF)**

BT 260 Microcomputer Applications II**3 credits**

This course will offer students an introduction to an array of multimedia concepts and technology components. **PREREQUISITE: BT 160. (OSP)**

BT 270 Business Technology Internship**4 credits**

This course is designed to help the student gain experience in a real business situation so as to improve job performance of beginning workers. It is a capstone experience for student interested in the business technology area. Visitation by college faculty ensures coordination of instruction and on-the-job training.

PREREQUISITE: at least 30 hours must be completed in the Business Technology program with a 2.0 GPA or approval by instructor. A minimum of 45 contact hours is required for every hour of credit. (CBA)

Early Childhood Development

CD 101 Parents as Teachers**1 credit**

This course is designed to help parents become better observers of their children's development, to acquaint parents with the basic neuroscience behind a child's development, and to help parents engage their pre-Kindergarten children in activities that promote language, cognitive, social/emotional and motor development. **(DD)**

CD110 Child Development Portfolio

3 credits

This course provides a step-by-step approach of the activities necessary to complete Child Development Associate credential requirements. This course is a review of the 13 functional areas of the Child Development Associate credential. Completion of the Professional Resource File is a requirement for this course. Upon completion of this course students will be prepared for the CDA application process. (OF)

CD 112 Childhood Development

3 credits

This course is a study of human development from conception to age eight. It will provide an overview of physical, cognitive, social, emotional, creative, and language development with emphasis on interrelationship of growth and behavior of young children. Theories and philosophical viewpoints will be introduced to help students determine a personal philosophy of how children grow and learn. Students will observe children of different ages in a variety of settings using multiple assessment and data told. This course will provide 40 hours of training for CDA.

Co-requisites CD130 Foundations of Early Childhood Education & CD205 Health, Nutrition and Safety. (OF)

CD 120 Organization/Administration of Early Childhood Programs

3 credits

An examination of licensing, staffing, facilities, equipment, and material for early childhood programs. Course includes program development, personnel management, facilities/equipment concerns, parent involvement and community relationships. A study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, advocacy, professionalism, planning and budgeting, parent education/partnerships, and CACFP food program. **Prerequisites: CD112 Child Development, CD130 Foundation of Early Childhood Education, and CD205 Health, Nutrition and Safety (OF)**

CD 130 Foundations of Early Childhood Education

3 credits

An introduction to the profession of early care and education including historical foundations, ethical guidelines, and trends. Licensing rules and regulation will be reviewed along with a broad range of current program and accreditation systems. Students will examine the qualities and skills necessary for working with young children and receive an overview of appropriate curriculum. Students will learn to observe and record the behavior, teacher, and environment of young children. Students will learn strategies to work effectively with families to meet the needs of the child. This course will provide 40 hours of training for CDA. **Co-Requisites CD112 Child Development & CD205 Health, Nutrition and Safety (OF)**

CD 140 Creative Expression and Play

3 credits

This course will explore a child-directed approach to education and the role of creativity in cognitive development while blending theory and research with practical application. The course will review topics and issues related to the creative experience including: planning, developing, implementing, assessing creative activities, creating a stimulating environment, as well as, strategies for

developing an anti-bias curriculum. (OSP)

CD 150 Special Topics in Early Childhood Education

1-3 credits

A course offered in response to a specific situation; a variable, issue-oriented course which has its content described in a subtitle. Credit and prerequisites as announced. (DD)

CD 205 Health, Nutrition and Safety

3 credits

This course is designed to give information about current concepts in the field of health, safety and nutrition for children birth to eight years old in relationship to their family and community. This course will prepare the early childhood educator to meet the physical needs of young children through the creation of a safe environment, planned routines, and positive experience. Topics include health assessment, first aid, safety, basic nutrition, nutrition educations, meals and snacks for children. This course will provide 40 hours of training for a CDA. **Must have or obtain First Aid/CPR Certification. Co-Requisites: CD130, CD112. (OF)**

CD 207 Children with Special Needs

3 credits

This course will provide an overview of laws regarding children with special needs, developmentally appropriate curriculum, and current issues related to special needs children. Students will examine appropriate ways to gather data when teaching children with special needs. Students will study Individual Education Plans (IEPs) and Individual Family Service Plans (IFSPs) applying knowledge of differentiated instruction to individual case studies. **Prerequisite CD112 Child Development (OSP)**

CD 209 Preschool Literature

3 credits

This course is designed to present a survey of children's literature, to establish guidelines for evaluating that literature, to help students become aware of the educational opportunities literature provides, and to develop educational experiences based on literature. (OF)

CD 211 Music for Children

3 credits

Students will learn how early childhood teachers can provide a wide variety of musical activities to stimulate and enhance a child's innate musical abilities. Students will become aware of all aspects of the music curriculum and will learn how to develop lesson plans incorporating these essential areas towards making music education fun, but skill-driven. (DD)

CD 213 Exploring Science & Math in the Early Childhood Setting

3 credits

This course covers theoretical foundation for teaching science and mathematics in the early childhood setting. Strategies for implementing, nurturing, assessing and supporting early childhood science and math learning environments will be covered. Concepts covered are based on the national Science Education Standards (NSES), the National Council of Teachers of Mathematics (NCTM), Principles and Standards for School Mathematics and Missouri Early Learning Goals (MELS). (DD)

CD 220 Emergent Language and Literacy

3 credits

An overview of early literacy based on appropriate literacy standards. Students will learn about emergent literacy such as emergent speaking, emergent writing, and

emergent reading. Strategies for enhancing and assessing literacy curriculum in each of these areas will be discussed. Family literacy and its importance will also be included in the coursework. **Prerequisite: CD112 Child Development (minimum grade of "C") (OF)**

CD 230 Family, School & Community

3 credits

This course explores the impact of the community and society on children and families. Cultural and socio economic factors and the realities of the changing family and society including family systems, child rearing, and parenting styles are surveyed. Students will examine strategies to promote family and community involvement. Community agency programs and their benefits for parents will also be discussed. (OSP)

CD 240 Infant & Toddler Curriculum with Field Experience

3 credits

This course is designed to survey and give students the knowledge and skills of a variety of curriculum, and teaching strategies needed to provide developmentally appropriate learning opportunities to children birth to 36 months of age. Application of intentional teaching for developmental and academic areas will be discussed. Reflection on students own practice to promote positive outcomes for children will be emphasized. Students will meet in class 3 hours per week with an additional 10 hours of field experience in a preapproved child care setting with children birth to 36 months of age. Field Experience hours will address observing, documenting, and applying knowledge to create developmentally appropriate lesson plans for all children. (OSP)

CD 242 Preschool Curriculum & Field Experience

3 credits

This course is designed to survey and give students the knowledge and skills of a variety of curriculum and teaching strategies needed to provide developmentally appropriate learning opportunities for children 3 to 5 years of age. Application of intentional teaching for developmental and academic areas will be discussed. Reflection on students own practice to promote positive outcomes for children will be emphasized. Students will meet in class 3 hours per week with an additional 10 hours of field experience in an approved preschool, Head Start, or School District setting with children 3 to 5 years of age. The field experience will address observing, documenting, and applying knowledge to creating developmentally appropriate curriculum for children 3 to 5 years of age. (OF)

CD 250 Observation and Assessment

3 credits

This course consists of supervised observation in conjunction with classroom lecture. Students will complete a total of 2 hours/week of lecture/instruction and students will observe one child in a single facility for a total of 45 hours throughout the semester. The student, with the teacher, field advisor, and parent approval will observe one child with various developmentally appropriate observation methods. The culminating experience for this course will be the compilation of the observations into a full report on the child's developmental level in each of the following areas: physical, creativity, social, emotional, cognitive, and language development. The students will meet with the instructor at the end of the semester to share experiences and bring closure to the observation to prepare for the internship. (OSP)

CD 260 Early Childhood Development Practicum /Field Experience

3 credits

The student will actively participate, under supervision, for a minimum of 150 clock

hours in a Head Start, accredited or public classroom setting. Students will observe and practice using developmentally appropriate teaching strategies with preschool children. Students will plan and implement curriculum components for young children in conjunction with supervising teacher. A minimum of 50 contact hours is required for every hour of credit **Pre- or Co-requisite: CD240 Infant/Toddler Curriculum and Field Experience; CD242 Preschool Curriculum and Field Experience (OSP)**

CD 280 Professionalism in Early Childhood Education

3 credits

This capstone course is for the Early Childhood Development AAS degree seeking students. Students will create a portfolio connecting early childhood practices in the six NAEYC Professional Standards and Missouri Vocational Pathway Outcomes as a required component for this degree. Knowledge of ethical standards and other elements of professional guidelines will be examined. The course will cover career management topics (resume, interviewing skills, and employment soft skills) along with exploration of employment opportunities. Completion of a program assessment is a requirement of this course.

PRE- or CO-REQUISITE: CD260 (OSP)

Chemistry

NOTE: Physical Science courses require placement scores that must be less than three years old.

CH 107 Introduction to Chemistry

4 credits

A beginning chemistry course primarily for non-science majors. An introduction to the basic principles of chemistry emphasizing the importance of chemistry in the real world and its impact on society and the environment. This course satisfies the general education physical science requirement. **PREREQUISITE: None. Lecture and laboratory. (F, SP,SU, OF, OSP,OSU)**

CH 110 General Chemistry I

5 credits

A rigorous introductory chemistry course primarily for science, engineering and science education majors. An introduction to the elementary principles of modern chemistry emphasizing structure and properties of matter, stoichiometry, nomenclature and bonding. This course satisfies the general education physical science requirement. Lecture and laboratory. **PREREQUISITE: MT110, or CH107, or meet the ACT or placement scores to enroll in MT122 (F, SP)**

CH 112 General Chemistry II

5 credits

A continuation of General Chemistry I. Topics to be studied include properties of solutions, acids and bases, kinetics, thermodynamics, equilibrium and electrochemistry. Lecture and laboratory. **PREREQUISITE: CH 110. (SP, SU)**

Criminal Justice

CJ 118 Procedural Law

3 credits

Laws of criminal procedure regulating law enforcement and criminal law process.

This course will include a study of the fundamental concepts of constitutional and criminal law. Elements of local, state and federal jurisdiction, venue and procedure as they apply to law enforcement. Law of arrest, search and seizure. **(FO, OSO)**

CJ 125 Criminal Justice Ethics and Liability

3 credits

An introductory course studying ethical decisions, law of negligence, and tort liability within the American criminal justice system. Students will explore ethical decisions within law enforcement, courts, and corrections as well as civil liability for these agencies. **(SO, OSE)**

CJ 126 Introduction to Criminal Justice

3 credits

Surveys of the philosophical and historical background of the criminal justice system. Principles of organization and roles of police and legal systems in relation to activities of local, state and federal agencies. Human relations and social control devices are also studied. **(FE, OFO)**

CJ 140 Criminal Investigations

3 credits

A study of modern criminal investigation procedures including methods of investigation, sources of information, questioning and interviews, collection and preservation of evidence, preliminary and follow-up investigation, and case preparation. **(FO, OSE)**

CJ 170 Introduction to Juvenile Law

3 credits

An examination of the origins, philosophy and objectives of the juvenile justice system. Studies the delinquent juvenile as an individual and the impact on society; investigates delinquency, causation, the role of the law enforcement officer, the juvenile officer, the juvenile court and juvenile corrections. **(SE, OSE)**

CJ 218 Criminology

3 credits

An examination of theories of crime and its causes including interrelationships between specific crimes, types of offenders and correctional theories. **(SE, OFE)**

CJ 219 Criminal Evidence

3 credits

Students will study the nature, types and degrees of criminal evidence; rules governing admissibility; competency; and relevancy of evidence. **(SO, OFE)**

CJ 226 Introduction to Corrections

3 credits

Historical analysis of the development of corrections and the influence of social thought and philosophy of this development. Current trends in corrections, court decisions and the role of corrections within the criminal justice system. **(SO, OSE)**

CJ 235 Criminal Law

3 credits

Explores the origin, development and classification of substantive criminal law. This course will review the rules of evidence important at the operational level of law enforcement with emphasis on criminal procedures in arrest, use of force, and

search and seizure. (SE, OSO)

CJ 239 Police Organization and Management

3 credits

Introductory survey of current administrative methodology; reviews the organization of the police service, police functions, principles of police management and operational services within the police agencies. Will include the study of administrative theory as it relates to organizations within the criminal justice system. (FE, OSO)

CJ 246 Criminal Justice Communications

3 credits

This course is a presentation of psychological tactics and techniques used to obtain admissible confessions as evidence in criminal cases. (FE, OSO)

CJ 250 Criminal Justice Practicum

3 credits

Students participate with various public sector criminal justice agencies (e.g. Circuit Court, Juvenile Court, Probation and Parole, local police departments, etc.) in order to gain knowledge about the structure and function of public services agencies. The field placement must be program related. **PREREQUISITE: Minimum of thirty hours course work in the program and permission of the instructor. (CBA)**

CJ 260 Constitutional Aspects of Criminal Justice

3 credits

Selected constitutional aspects of law enforcement including the law of arrest, search, freedom from electronic eavesdropping, self-incrimination and the right to counsel. (FO, OFE)

CJ 298 Deviant Behavior

3 credits

A course to look at the problems of breaking norms set by culture and society. Through this examination, students will explore several sociological theories behind crimes and other deviant behaviors. Some topics include domestic violence, mental illness, drug and alcohol usage, organized crime, sexual crimes, suicide, and other deviant acts found in America society today. **PREREQUISITE: SO 107. (SO, OFO)**

College Skills

CS 102 College Seminar

1 credit

College Seminar is an academic course designed to introduce students to the North Central Missouri College community and collegiate environment. The course is designed to emphasize strategies that promote student retention and academic success. This course will: foster an appreciation for the privileges, rights, and responsibilities associated with a college education; acclimate students to college resources and utilization of information technology such as course management software; equip students with the learning skills necessary for success; and cultivate the ability for students to monitor their own learning and academic progress. (F, S, OF, OS)

CS 105 Information Literacy

1 credit

This course is designed to teach students how to locate information efficiently, evaluate information critically, and utilize information effectively. The focus is on a basic understanding of the research process, the use of print and online resources, and the effective utilization of the Internet. **(DD)**

CS 107 Critical Thinking in Core Courses

3 credits

Students learn fundamental concepts and skills for thinking about one's thinking and research strategies for increasing their information literacy. The concepts and skills become the foundation for developing a systematic process for thinking more critically and researching more effectively. The final step is to make the process a habit of mind by utilizing it in core courses. **(DD)**

Developmental Studies

NOTE: DS courses are college preparatory and do not apply toward any degree requirement in any program at NCMC and are not designed to transfer. All Developmental Studies courses are graded Pass/Fail.

DS 048 Pre-Algebra

3 credits

Student learning objectives include: whole number, fraction, and decimal operations and properties, ratios and proportions, signed number operations, basic geometry concepts, units of measurement and introduction to statistics. (Pass/Fail) **(F, SP, OF, OSP, OSU)**

DS 049 Basic Algebra

3 credits

Student learning objectives include: order of operations, solving linear equations and inequalities, introduction to graphing in a rectangular coordinate system, simplifying polynomial expressions, factoring and solving quadratic equations with an emphasis on problem solving. Appropriate placement score required. (Pass/Fail) **(F, SP, OF, OSP, OSU)**

DS 049W Basic Algebra with Workshop

6 credits

This course is designed for students who do not meet DS 049 Basic Algebra requirements. Student learning objectives include: order of operations, solving linear equations and inequalities, introduction to graphing in a rectangular coordinate system, simplifying polynomial expression, factoring, and solving quadratic equations with an emphasis on problem solving. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course. (This course is not designed to transfer). **(F, S)**

DS 080 Introduction to Keyboarding

2 credits

This self-paced, hands-on computer course teaches students the alphabetic, numeric and symbol keys, as well as the 10-key pad. Students will develop speed and accuracy through the touch system. (Pass/Fail) **(DD)**

Economics

EC 252 Microeconomics

3 credits

An introduction to basic microeconomic fundamentals with emphasis on economic reasoning, supply and demand analysis, market structure, globalization and trade, government intervention in markets, economics and government policy and income distribution. **(F, SP, OSP, OSU)**

EC 253 Macroeconomics

3 credits

An introduction to basic macroeconomic fundamentals with emphasis on growth, business cycles, unemployment and inflation, Gross Domestic Product, macroeconomic models, monetary and fiscal policy and international effects of domestic policy. **(F, SP, OF, OSU)**

Education

Child Psychology and Adolescent Psychology are listed under Psychology (PY).

ED 200 Foundations of Education in a Diverse Society

3 credits

This course is designed to examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. **PREREQUISITE: EN 101. AAT core course. (F, SP, OF, OSP, OSU)**

ED 201 Teaching Profession with Field Experience

3 credits

This course includes an introductory, minimum 30 hours of school field experience in accredited P-12 classroom(s) that provide opportunities to observe and contribute to teaching and learning. This course allows pre-service teachers to connect first-hand school experience with an emerging professional knowledge base. The course develops professional knowledge of diverse educational settings through observation, instruction, experience, and reflection. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Requirements for teacher preparation and certification are reviewed. **PREREQUISITE: EN 101. AAT core course. (Background check fee) (F, SP, OF, OSP)**

ED 265 Multicultural Education

3 credits

This course is designed to examine the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural

understanding and respect, social justice, and democratic citizenship.

PREREQUISITE: EN101 (OSU, OF, OSP)

ED 270 Educational Psychology

3 credits

This course is designed to help students relate theories and principles of educational psychology to teaching, learning, and assessment. This course focuses on the diversity of learning and learning processes, as well as teacher characteristics, classroom strategies, and data analysis in the P-12 classrooms. Appropriate strategies for increasing motivation, multi-dimensional development, and academic achievement for all learners are introduced

PREREQUISITE: EN101 & PY121. AAT core course. (F, SP)

ED 275 Educational Technology

3 credits

In this course, students will learn how to integrate instructional technology into the P-12 classrooms. Students will study a variety of software programs, presentation technology, telecommunication tools and assistive technology. The focus will also be on social, ethical, legal and human issues surrounding the use of technology.

PREREQUISITE: EN 101. AAT core course. (F, SP)

ED 280 Special Topics in Education

1-3 credits

A course offered in response to a specific situation; a variable topic-oriented course that has its content described in a subtitle. Credit and prerequisites as announced.

(DD)

ED 283 Health & PE Methods for Elementary Teachers

3 credits

This course is designed to provide the elementary education teacher candidate with knowledge and practical experiences with content and methods for teaching health and physical education at the elementary school level. **(SP)**

ED 285 Education of Exceptional Learners

3 credits

This survey course is an introduction to exceptional learners and their education in grades P-12. Students will gain a comprehensive understanding of the characteristics of people with special needs in addition to strategies of educating and including all learners in general education and special education settings. Students will research and discuss complex issues related to compliance with state and federal education laws, such as the Individuals with Disabilities Educational Act (IDEA) and the Americans with Disabilities Act (ADA) as well learn to navigate special education processes, such as referral, eligibility, re-evaluation, and IEPs. This course requires a 15-hour special education field experience component. **PREREQUISITE: ED200**

ED 295 Education Capstone

1 credit

This course introduces students to the preparation of the teaching portfolio. Students will prepare and submit a portfolio of teaching artifacts by discussing, analyzing and reflecting on the 9 MoSPE standards for teacher preparation. **PRE or**

COREQUISITE: ED200, ED201, ED270, ED275. (F, SP)

English

EN 101 English I

3 credits

An introduction to expository and argumentative writing, emphasizing reading, critical thinking and analytical writing skills. Several short papers are assigned, with emphasis on the writing process. **PREREQUISITE:** Appropriate placement score or successful completion of DS 025. General education credit (**F, SP, SU, OF, OSP, OSU**)

EN 101W English I with Workshop

6 credits

This course is designed for students who do not meet EN101 English I requirements. An introduction to expository and argumentative writing, emphasizing reading, critical thinking, and analytical writing skills. Several short papers are assigned, with emphasis on the writing process. General education credit. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course. Placement test required (**F, SP, SU, OF, OSP, OSU**)

EN 102 English II

3 credits

A continuation of EN 101, emphasizing longer and more impersonal and critical writing forms. Organizational skills are developed through the outline and summary units; analytical reading and critical thinking are stressed. A thorough use of library and online resources is required for the bibliography unit and the final research paper. **PREREQUISITE: EN 101. General education credit. (F, SP, SU, OF, OSP, OSU)**

EN 110 Creative Writing I

3 credits

A beginning course including theory and practical experience in writing short fiction, nonfiction, poetry and the one-act play. Students are required to concentrate on one of the four genres. A major emphasis is on process. Students must submit a number of pieces and revise a portion of their work for possible publication. English elective credit. (**DD**)

EN 196 Literature for Children

3 credits

This course is an introduction to the selection and presentation of literature for preschool and elementary level children. Students will be exposed to children's books in various genres. The course emphasizes the importance of cultural literacy and early and continuous exposure to literature. Does not fulfill Humanities credit. (**OF, OSP, OSU**)

EN 211 Studies in Literature

1-3 credits

A special topics course in communication, which may include Women Writers, Popular Literature, or the Broadway Show. The subtitle on schedule of courses for a particular semester indicates specific content. Credit varies from one to three hours. This course may be repeated if the content changes. Humanities credit. (**DD**)

EN 230 English Literature I**3 credits**

A survey of some significant works of English literature from Beowulf to Pope. Selected authors within this time frame will vary to offer as wide an overview of genres and perspectives as possible during the semester. **PREREQUISITE: EN 101 or concurrent enrollment in EN 101.** Humanities credit. (DD)

EN 240 English Literature II**3 credits**

A survey of some significant works of English literature from the Romantics to the 20th century. Selected authors within this time frame will vary to offer as wide an overview of formal developments and changes in class, race and gender perspectives as possible during the semester. **PREREQUISITE: EN 101 or concurrent enrollment in EN 101. EN 230 is not a prerequisite for EN 240.** Humanities credit. (F)

EN 242 Introduction to Shakespeare**3 credits**

This course introduces students to the college-level study of William Shakespeare. We will focus on several of his plays and sonnets as well as taking a look at the Renaissance and how this period shaped his writings. Humanities credit.

EN 251 World Literature: Beginning to the Renaissance**3 credits**

A survey of world literature from the beginnings through the Renaissance in Europe. Selections from various cultures are examined for the intellectual trends of the period, for literary and cross-cultural elements, and for artistic design. **PREREQUISITE: EN101 or concurrent enrollment in EN 101.** Humanities credit. (DD)

EN 252 World Literature: Enlightenment to the Present**3 credits**

A survey of world literature from the European Enlightenment through the twentieth century. Selections from various cultures are examined for the intellectual trends of the period, for literary and cross-cultural elements, and for artistic design. **PREREQUISITE: EN 101 or concurrent enrollment in EN 101. EN 251 is not a prerequisite for EN 252.** Humanities credit. (SP)

EN 261 American Literature Before 1865**3 credits**

A survey of precolonial, eighteenth century and early nineteenth century literature with emphasis on the varied responses to the contexts of American experience, including voices of the dominant as well as minority cultures. **PREREQUISITES: EN 101 or concurrent enrollment in EN 101.** Humanities credit. (DD)

EN 262 Intro to American Literature After 1865**3 credits**

A survey of late nineteenth century, modern and contemporary literature with emphasis on the varied responses to the contexts of American experience, including voices of the dominant as well as minority cultures. **PREREQUISITE: EN 101 or concurrent enrollment in EN 101. EN 261 is not a prerequisite for EN 262.** Humanities credit. (OF, OSP, OSU)

EN 280 Introduction to Literature**3 credits**

This course introduces students to the college-level study of literature by focusing on a thematically arranged selection of literary texts. Students will read poetry, plays, short fiction, and a novel, will respond to the literature analytically and responsively, and will learn to value their own as well as others' interpretations. Humanities credit. **PREREQUISITE: EN101 or current enrollment in EN101. (OF, OSP, OSU)**

EN 282 Introduction to Short Stories

3 credits

This course introduces students to the college-level study of the short story genre. Students will read a variety of short stories and analytically respond to various texts. Humanities credit.

EN 296 Young Adult Literature

3 credits

Trends, censorship and the history of young adult literature will be considered as students read and evaluate classic and contemporary literature suitable for middle and senior high school students. **PREREQUISITE: EN 101. Does not fulfill** Humanities credit. **(DD)**

Foreign Language

FL 100 Elementary Spanish I

3 credits

An introductory course in Spanish stressing conversation, basic structural patterns of the language and comprehension of grammatical concepts. Initiates awareness of Hispanic cultures along with the ability to understand simple conversation in Spanish and to communicate basic needs and activities. Not open to students whose native language is Spanish. Humanities credit. **(DD)**

FL 101 Elementary Spanish II

3 credits

Conversation, grammar and reading are stressed. Oral practice and repetition are used as an aid to pronunciation. Humanities credit. **PREREQUISITE: FL100. (DD)**

FL 110 Elementary German

4 credits

This is an introductory course in German with an emphasis on speaking the language. Pronunciation, simple grammatical usage, syntax, vocabulary and idioms in carefully graded reading material. This is a first course in basic German language; not open to students whose native language is German. Humanities credit. **(DD)**

FL 111 Elementary German II

3 credits

This course is a continuation of FL 110 Elementary German I, using the same text and classroom materials. Conversation, grammar and reading are stressed. Oral practice and repetition are used as an aid to pronunciation. Humanities credit. **PREREQUISITE: FL 110. (DD)**

FL 120 Elementary French I

3 credits

An introductory course in French emphasizing conversational speaking and

comprehension, pronunciation, and the accumulation of basic vocabulary. Simple grammatical concepts are also introduced. Not open to students whose native language is French. Humanities credit. **(DD)**

FL 122 Elementary French II

3 credits

This course is a continuation of FL 120, Elementary French I, using the same text and classroom materials. Humanities credit. **PREREQUISITE: FL 120. (DD)**

FL 155 American Sign Language I (ASL I)

3 credits

This course is an introduction to the receptive and expressive usage of American Sign Language (vocabulary, finger spelling and numbers). The purpose of this course is to enable the student to communicate with the deaf and hard of hearing people who use signs. This course will help prepare persons interested in preparing for beginning entry into interpreter programs. The history of American Sign Language will also be explored. Humanities credit. **(DD)**

FL 255 American Sign Language II (ASL II)

3 credits

This course is a continuation of American Sign Language emphasizing on expanding the receptive and expressive sign vocabulary and usage of conversation. The purpose of this course is to give a stronger foundation to the student to communicate with the deaf and hard of hearing community. This course will help persons prepare for entry into interpreter programs. Humanities credit.

PREREQUISITE: FL 155. (DD)

Fire Science

FS 192 Fire Protection Systems

3 credits

This FESHE-approved course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. **(DD)**

FS 205 Fire Behavior and Combustion Processes

3 credits

This FESHE-approved course introduces the student to the theories and fundamentals of how and why fires start, spread and how they are controlled. **(DD)**

FS 209 Building Construction for Fire Protection

3 credits

This FESHE-approved course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. **(DD)**

Geography

GE 106 Introduction to World Geography

3 credits

This course surveys the world's major developed regions and their physical and human characteristics from a geographic perspective. The physical environment includes landforms and climate while the human landscape is characterized by language, religion, population characteristics and economic development. **(SP)**

History

HI 101 Western Civilization to 1700

3 credits

This course is a survey of the social, intellectual, religious, political and economic institutions and traditions developed by groups of people who first lived around the Mediterranean Sea and branched out into Europe and the Western Hemisphere. The time span of the course is from prehistory to approximately 1715. Humanities and Social Science credit. **(F, OSP)**

HI 102 Western Civilization Since 1700

3 credits

A continuation of the survey of institutions, traditions and history of Western Civilization with emphasis on European developments and their interaction with non-western cultures and traditions. The time span for this course is from approximately 1715 to the present. Humanities and Social Science credit. **(SP, OF)**

HI 103 American History to 1877

3 credits

A survey course of the history of the United States covering European backgrounds, the colonial and Constitution periods, national expansion and development through Reconstruction. (Meets the Constitutional Requirement). **PREREQUISITE:** Appropriate placement score or successful completion of EN101W. **(F, SP, OF, OSP, OSU)**

HI 104 American History Since 1877

3 credits

A continuation of HI 103. A survey course considering national growth and development, and the constantly broadening sphere of American participation in world affairs from Reconstruction to the present time. **(F)**

Health Information Management

HM 125 Medical Coding I

3 credits

This course is designed to provide students an overview of clinical vocabularies, coding classification systems, and nomenclatures. The International Classification of Diseases, 10th revision, Clinical Modification (ICD-10-CM) will be explained with application of chapter-specific diagnosis code assignments.

PREREQUISITES: AH 160 & AH 125. (OF)

HM 225 Medical Coding II

3 credits

This course is designed to provide students an overview of procedural coding guidelines and structure of the Current Procedural Terminology (CPT), Health care Common Procedure Coding System (HCPCS), and the International Classification of Diseases 10th edition, Procedure Coding System (ICD-10-PCS). Inpatient guidelines for reporting diagnoses and procedures will be reviewed.

PREREQUISITES: AH 160, HM 125. (OSP)

HM 226 Electronic Health Systems

3 credits

This course introduces students to electronic health systems and applications such as clinical, administrative, and management support systems. Social and government initiatives for implementing electronic health record systems along with confidential

and security measures will be explored. Students will gain experience in completing an electronic health record simulation. **PREREQUISITES: BT 160 (OSP)**

Humanities

HU 110 Humanities: Pre-Renaissance

3 credits

An integrated course in western culture encompassing an introduction to literature, painting, music, sculpture and architecture, as well as the discipline of philosophy presented as interrelated and integrated manifestations of human creativity. Employing methodologies associated with the study of cultural and intellectual history, the course seeks to create an understanding of why we are the way we are. Humanities credit. **(DD)**

HU 111 Humanities: Renaissance to Present

3 credits

An integrated course in western culture from Renaissance period to the present. The course encompasses an introduction to literature, painting, music, sculpture and architecture, as well as the discipline of philosophy presented as interrelated and integrated manifestation of human creativity. Employing methodologies associated with the study of cultural and intellectual history, the course seeks to create an understanding of why we are the way we are. Humanities cr.**(F, SP, OF, OSP, OSU)**

Computer Science & Information Systems

IT 110 Introduction to Computers

3 credits

An introduction to the basic concepts of information processing and the hardware and software used. The course is designed to familiarize the student with the computer through hands-on experience and classroom lecture. **(DD)**

IT 113 Windows Concepts

3 credits

Provides an in-depth study on the microcomputer environment with an emphasis placed on MS Windows. Basic keyboarding skills required. **(DD)**

IT 125 Programming Concepts and Problem Solving

3 credits

This course is an introduction to many computer science topics including: algorithms, problem solving, operating system concepts, computer architecture, and beginning programming techniques for those seeking a career in this industry. An overview of computer concepts, ethics and responsibilities and career options are also provided. **(SP, FA)**

IT 182 Visual Basic I

3 credits

This is a beginning course in the Windows environment using the visual BASIC language. It is intended to develop the student's ability to design programs and windows objects using algorithms and coding in structured programs as well as an understanding of Windows properties. **PREREQUISITE:** Basic keyboarding skills, IT113 or demonstrated familiarity with the Windows environment. Prior completion of Intermediate or College Algebra recommended. **(SP)**

IT 185 Python Programming

3 credits

This course is an introduction to the Python programming language. The course is designed to cover aspects such as: data types and structures, objects, functions, modularity, file and database interaction, loops and conditionals. (SP)

IT 243 Programming I

3 credits

A hands-on introduction to structured, object-oriented programming in the C++ environment. Includes a study of data types, functions classes, selection and looping. **PREREQUISITES: Basis keyboarding skill. Intermediate or College Algebra recommended. (DD)**

IT 268 Unix/Linux

3 credits

This course introduces the fundamentals of the UNIX operating system. The course guides students through the basics of UNIX system concepts, architecture and administration. The course also includes networking essentials commonly used in the UNIX environment. Standard UNIX networking tools will be covered, as well as the different “flavors” of UNIX, including Linux. (SP)

IT 270 Computer Science & Information Systems Internship

3 credits

Seminar-type courses which are based on the application of fundamental computer science principles and curriculum competencies at both a local internship training station and in the classroom. (SP, FA)

IT 275 Networking Concepts

3 credits

A study of the installation, configuration, and administration of a microcomputer network using Novell Netware, UNIX, Windows NT and other networking operating systems. The students will learn to plan a network configuration, install network software, create users, and establish and administer networking services. (SP)

IT 280 Computer Hardware

3 credits

This course offers a detailed study of microcomputer systems hardware modules. Combining theory and practice, the course will cover module level maintenance, repair, replace and retrofit and upgrading trade-off decision parameters; and introductory troubleshooting. Students will identify and replace defective modules, perform hardware upgrades and install software with attendant hardware boards. Students will gain experience in the assembly and disassembly of microcomputer systems. (FA)

IT 290 Object Oriented Programming: Java

3 credits

This course will introduce students to modern object-oriented techniques. Java will be used for the course, and although primarily known as a tool to develop applets for Web pages, it can be used as a general purpose programming language. Java is object-oriented and has been designed for maximum portability while incorporating automatic storage management, exception handling and integrated support for multi-threading. **PREREQUISITE: IT182 or IT243 or instructor approval. (SP)**

Manufacturing Technology

MF 104 Applied Technical Math**3 credits**

The purpose of this course is to develop skills in basic math areas, such as measurement in standard and metric units, conversions, scientific and engineering notation, ratio and proportion, decimals, fractions, percents, formulas, equations, basic geometry, Pythagorean Theory, right triangle trigonometry and introductory statistical process control. **(DD)**

MF 104W Applied Technical Math with Workshop**6 credits**

This course is designed for students who do not meet MF 104 Applied Technical Math requirements. The purpose of this course is to develop skills in basic math areas, such as measurement in standard and metric units, conversions, scientific and engineering notation, ratio and proportion, decimals, fractions, percentages, formulas, equations, basic geometry, Pythagorean Theory, right triangle trigonometry and introductory statistical process control. Includes a three hour credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course.

MF 120 Introduction to Electricity & Electronics**3 credits**

This course is designed to provide a solid foundation for the study of electricity/electronics by introducing the fundamental laws of scientific atomic structure, electricity and electrical safety. It builds upon those fundamentals by the study of Ohm's Law, current, voltage, resistance, power sources, and DC measuring instruments. An introduction to complete series, parallel and series-parallel circuits, the laws, mathematical formulas, and methods used to analyze these circuits are introduced in this class. A study of how AC voltages and currents are generated, introducing the science of magnetism, and the effect of AC on electronic components such as inductors and capacitors, AC testing procedures will be emphasized. **PREREQUISITE DS048 or appropriate math placement score (DD)**

MF 121 Industrial Electricity (DC)**3 credits**

This course is an extensive hands-on study of industrial electricity. Students will study electricity and its sources, resistors (as simulated circuit loads), Ohm's Law, series circuits, parallel circuits, combination circuits, meters, conductors, insulators and batteries. **(DD)**

MF 122 Basic Electricity I**3 credits**

This course is a hands-on study of fundamental electricity principles and applications. Student will study electricity and its applications using resistors (as simulated circuit loads), Ohm's Law, series circuits, parallel circuits, and combination circuits. The course will also include electrical wiring techniques, system installation, an introduction into raceways, conduit bending, conductors, disconnects, and over-current protection. (Lab fee) **(DD)**

MF 125 Industrial Electricity (AC)**3 credits**

This course is an extensive hands-on study of Industrial Electricity. Students will

study magnetism, induction, AC voltage and current, inductors and capacitors.

PREREQUISITE: MF 121 or MF 122. (DD)

MF 126 Basic Electricity II

3 credits

This course is a level two, hands-on study of electricity principles and applications. Students will study grounding and bonding of electrical systems, motor theory, application, and motor controls. **PREREQUISITE: MF 121 or MF 122. (Lab fee) (DD)**

MF 128 Motor Controls

3 credits

This course is an extensive hands-on study of basic motor control circuits; including electrical symbols, line diagrams, manual motor starters, magnetic motor starters, time delay circuits, motor reversing circuits, electro-mechanical and solid-state relays, photoelectric and proximity controls, preventive maintenance and trouble shooting. (Lab fee)(DD)

MF 141 Programmable Logic Controllers

3 credits

This course provides students the basic knowledge of Programmable Logic Controllers (PLC's) and their application in industry today. This is a hands-on study of PLC programming applications such as sequencing, timers, counter, hydraulic and pneumatic actuators, indicator lamps and motor controls. At the completion of the course, students will be able to program and troubleshoot a PLC for typical industry applications using Allen-Bradley Control Logix software. (Lab fee) (DD)

MF 145 Basic Fluid Power

3 credits

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. (Lab fee) (DD)

MF 150 Principles of Safety

3 credits

This course provides students the basic knowledge of OSHA safety requirements and the skills required to ensure a safe and healthy workplace. Students will develop an understanding of safety concerns, issues, and compliance in a work environment. The course also provides an introduction to manufacturing, customer communication skills, high performance production teams and work-readiness skills. This course meets the safety pre-requisite as part of the Wind program. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (Lab fee) (DD)

MF 155 Principles of Maintenance Awareness

3 credits

This on-line course provides insights into the basics of good maintenance practices

for manufacturing. Students will also develop an understanding of electrical, mechanical and fluid power systems. This course is not a maintenance training course, but rather targets production workers who want to excel in a high-performance manufacturing setting. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (Lab fee) **(DD)**

MF 160 Principles of Quality Practices

3 credits

This course provides knowledge and skills related to effective quality systems used in today's manufacturing industry. Students will develop an understanding of quality philosophy, practices, and methods as well as quality audits, tools, and blueprint reading. Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (Lab fee)**(DD)**

MF 165 Principles of Manufacturing Processes and Production

3 credits

This course provides students a broad understanding of manufacturing sub-industries and their related products, processes, challenges and best practices. Students will develop an understanding of common production principles, processes and practices, as well inventory management, packaging, and distribution. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (Lab fee) **(DD)**

MF 205 Digital Electronics

3 credits

This course provides students with advanced electronic skills used in maintaining, installation and development of the complex equipment used in the modern manufacturing environment. Topics covered include number systems, logic gates, flip-flops, registers and counters, analog-to-digital, and digital-to-analog data conversions. Prior completion of Votech industrial maintenance program and/or appropriate prior experience recommended. **(DD)**

MF 220 AutoCAD I

3 credits

This is the first course in the use of the Computer Aided Drafting software AutoCAD. It includes development in the skills of File, Draw, Text and Editing commands while working in the Cartesian workspace. File handling and plotting are stressed. **(DD)**

MF 221 AutoCAD II

3 credits

A continuation of AutoCAD I (MF 220) in the study of application of AutoCAD in the industrial world. To include the topics of three-dimensional modeling, Scaling, Paper Space, Geometric Calculator and Customization of AutoCAD.

PREREQUISITE: MF 220 (DD)

MF 225 Advanced Programmable Logic Controllers**3 credits**

This course provides students with the advanced skills and applications of Programmable Logic Controllers used in increasing quantities in the industrial process today. Training in timers, counters, and data manipulation will be covered. **PREREQUISITE: MF141 or instructor permission. (DD)**

MF 227 Introduction to 3D Printing**3 credits**

This course provides awareness and familiarization with 3D printing, an additive manufacturing process. Students will learn how it can be used in rapid prototyping, customizable product lines and individualized medical appliances. Students will also learn how to become “makers” through the use of 3D modeling software and 3D printers. Students will design and then print physical objects using what they learn in the course. Students will also participate in educational outreach at North Central Missouri College and the community to pass on some of what they have learned. **(DD)**

MF 235 Industrial Robotics**3 credits**

This class provides students with the skills and applications of Industrial Robots used in increasing quantities in the manufacturing process today. Programming, integration into current systems, flexible manufacturing and production topics, as applied to robots, will be covered in this course. MF 220 and MF 221 may be substituted with advisor approval. **(DD)**

MF 240 Advanced Motor Controls**3 credits**

This class provides students with advanced motor control skills, control panel wiring, frequency drives, timers and counters will be studied. **PREREQUISITE:** Completion of AVTS program or instructor permission. **(DD)**

MF 251 Statistical Process Control**3 credits**

A study of Statistical Process Control to improve the quality of products in industry. Course discusses the need for S.P.C. instruction in the use of X and R charts, attribute charts and methods of chart analysis. **(DD)**

MF 260 Maintenance Management**3 credits**

This course is a study of modern maintenance management practices, reliability statistical applications, practical preventive and predictive maintenance techniques, Total Productive Maintenance (TPM), computer maintenance management techniques, total Productive Maintenance (TPM), computer maintenance management systems, (CMMS), failure prevention and productivity improvements, as well as basic interpersonal management skills. **(DD)**

MF 271 Manufacturing Technology Internship**3 credits**

The internship is designed to give the Manufacturing and Applied Technology student practical working experience following a pre-approved training plan arrived

at cooperatively by the employer, student and instructor. A minimum of 45 contact hours is required for every hour of credit. **(DD)**

MF 299 Special Topics in Manufacturing Technology **1-5 credits**

This course is offered on various special topics, with specific content indicated by course subtitle. Credit hours are determined by contact hours, activities and assignments as appropriate to content. The course may be repeated if the content varies. **PREREQUISITE:** Consent of instructor. **(DD)**

Mathematics

Math and Physical Science courses require placement scores taken in the last three years. College preparatory courses in mathematics can be found in the Developmental Studies section.

MT 110 Intermediate Algebra **3 credits**

Student learning objectives include: basic algebra fundamentals, linear equations, linear inequalities, linear functions and their graphs, systems of equations and inequalities, operations with polynomial functions and factoring, quadratic equations and functions and their graphs, operations with rational expressions, and radical equations. This course will use algebra to model and solve real-world problems. **PREREQUISITE: DS 049 or appropriate placement test scores taken within the last three years. (F, SP, SU, OF, OSP, OSU)**

MT 110W Intermediate Algebra with Workshop **6 credits**

This course is designed for students who do not meet MT 110 Intermediate Algebra requirements. Student learning objectives include: basic algebra fundamentals, linear equations and linear inequalities, linear functions and their graphs, systems of equations and inequalities, operation with polynomial functions and factoring, quadratic equations and functions and their graphs, operations with rational expressions, and radical equations. This course will use algebra to model and solve real-world problems. This is a prerequisite course for College Algebra, Math Concepts. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success in the course. **Prerequisites: DS048 or appropriate math placement test score taken within the last three years. Three credit hours will count in some academic plans. (F, SP)**

MT 119 Contemporary Math **3 credits**

A survey of mathematics used in our world, including fundamentals of statistics, problem-solving strategies and decision making, and proportional reasoning. Deeper understanding of information presented in mathematical terms through critical thinking in quantitative-based situations adds to a student's capabilities. Other topics will be considered as time permits. This course satisfies the Mathematics General Education competency requirement. **PREREQUISITE:** DS049 or appropriate math placement score, taken in last three years.

MT 119W **6 credits**

This course is designed for students who do not meet MT 119 Contemporary

Mathematics requirements. A survey of mathematics used in our world, including fundamentals of statistics, problem-solving strategies and decision making, and proportional reasoning. Deeper understanding of information presented in mathematical terms through critical thinking in quantitative-based situations adds to a student's capabilities. Other topics will be considered as time permits. Includes a three credit hour workshop designed to give students customized assistance to provide just-in-time academic support to help their learning and success in the course. This course satisfies the Mathematics General Education Mathematics competency requirement.

PREREQUISITE: Appropriate placement test score taken within the last three years. Three credit hours will count toward degree requirements in some academic plans.

MT 121 Math Concepts

3 credits

Student learning objectives include: basic concepts of set theory, numeration and mathematical systems, number theory, real number operations, applications of fractions, decimals, and percents, basic concepts of algebra, graphs, functions, systems of equations and inequalities, and geometry. Recommended for Elementary Education majors. **PREREQUISITE: MT 110 or appropriate math placement score no older than three years. (SP, OSU)**

MT 122 College Algebra

3 credits

Student learning objectives include: graphing, analyzing, and solving linear, quadratic, polynomial, rational, logarithmic and exponential functions and equations, solving systems of equations and inequalities, matrices, and other topics as time permits. Satisfies general education mathematics requirement; consult transfer catalog for specific program math requirements. **PREREQUISITE: MT110 or appropriate math placement score no older than three years. (F, SP, SU, OF, OSP, OSU)**

MT 122W College Algebra with Workshop

6 credits

This course is designed for students who do not meet MT 122 College Algebra requirements. Student learning objectives include: graphing, analyzing, and solving linear, quadratic, polynomial, rational, logarithmic and exponential functions and equations, solving systems of equations and inequalities, matrices and other topics as time permits. A three credit hour workshop designed to give students customized, just-in-time academic support to help their learning and success of the course is included. This course satisfies the general education mathematics requirement. **PREREQUISITE: DS049 or appropriate placement score. Appropriate math placement score, taken within the last three years. Three credit hours will count toward degree requirements. (F, S)**

MT 123 Finite Mathematics

3 credits

This course utilizes a practical application approach to the following: linear and quadratic equations, graphs and functions including exponential and logarithmic functions, mathematics of finance, annuities, sinking funds and mortgages, linear programming, counting methods and probability, basic statistics, and other topics as time permits. **PREREQUISITE: MT 122 or appropriate placement test scores. ACT or placement scores must be less than three years old. (DD)**

MT 125 Elementary Statistics**3 credits**

This course provides students with a valuable framework in which to learn and apply statistical concepts. Student learning outcomes include but are not limited to: the nature of probability and statistics, frequency distributions and graphs, data description, confidence intervals, hypothesis testing, correlation and regression. This course satisfies the General Education Mathematics requirement. **PREREQUISITE: DS049 or appropriate math placement test score taken within the last three years. (F, SP, OSU)**

MT125W Elementary Statistics with Workshop**6 credits**

This course is designed for students who do not meet requirements to take MT125 Elementary Statistics. Course provides students with valuable framework in which to learn and apply statistical concepts. Student learning outcomes include but are not limited to the nature of probability and statistics, frequency distributions and graphs, data description, confidence intervals, hypothesis testing, and correlation and regression. Includes a 3 credit hour workshop designed to give students customized, just-in-time academic support. Satisfies general education math requirement. Three credit hours will count toward degree requirements in some academic plans. **PREREQUISITE: DS049 or appropriate math placement test score taken within the last three years. (F, SP)**

MT 132 Trigonometry**3 credits**

Student learning objectives include: geometric foundations of trigonometry, unit circle, graphs of trigonometric functions, identities, equations and inequalities, inverse functions, law of sines and cosines, vectors, complex numbers and DeMoivre's theorem. **PREREQUISITE: MT 110 Intermediate Algebra or appropriate placement test scores. ACT or placement scores must be less than three years old. (CBA)**

MT 148 Pre-Calculus**5 credits**

This is a preparatory course for the Calculus sequence. Student learning outcomes include: algebraic, trigonometric, exponential and logarithmic equations and inequalities; systems of equations and inequalities; matrices; solutions of triangles; inverses of algebraic and trigonometric functions, trigonometric identities; and an introduction to analytic geometry. MT 122 is recommended. **PREREQUISITE: MT 110 with a grade of A or B, or appropriate placement score taken within last three years. (F)**

MT 150 Geometry & Calculus I**5 credits**

This course is designed for students in engineering, economics, life and physical sciences, and mathematics, focusing on functions, limits and their properties, differentiation and integration, including logarithmic and exponential functions. **PREREQUISITES: MT 148 or both MT 122 and MT 132 or instructor permission. (DD)**

MT 222 Discrete Mathematics**4 credits**

This course is an introduction to discrete models. Topics include: sets, symbolic logic, relations, combinatorics, mathematical induction, probability, matrices, graph

theory and Boolean algebra. **PREREQUISITES: MT 122 or MT 148. (DD)**

MT 250 Geometry & Calculus II

5 credits

This course is a continuation of Geometry & Calculus I. It includes techniques and applications of the integral, sequences, series, polar functions, conic sections and additional topics as time permits. **PREREQUISITE: MT 150 with a grade of C or better. (DD)**

MT 260 Geometry and Calculus III

5 credits

This course is a continuation of Geometry and Calculus II. It includes the study of solid analytic geometry, vectors and vector calculus, partial differentiation, and multiple integrals. **PREREQUISITES: MT 250 with a grade of C or better. (DD)**

MT 270 Special Topics in Mathematics

1-3 credits

This course is offered on various special topics, with specific content indicated by course subtitle. Credit hours are determined by contact hours, activities and assignments as appropriate to content. The course may be repeated if the content varies. **PREREQUISITE: Instructor permission. (DD)**

Music

MU 101 Applied Voice

1 credit

This course is for students who have little or no training in voice. The class will help students develop and understand vocal technique and basic musicianship. **(DD)**

MU 103 Chorus I

1 credit

A vocal ensemble for all interested in choral singing. Music representative of all periods, and both secular and sacred is used at the director's discretion. This class is called upon to perform on various occasions. **(DD)**

MU 104 Chorus II

1 credit

A vocal ensemble for all interested in choral singing. The following musical skills for ensemble singing will be stressed: proper breathing, pleasant vocal production, blend and balance, expansion of range, good intonation, ear training and sight-reading. This chorus builds upon the skill development in Chorus I. Participation may include public performances on various occasions. **(DD)**

MU 109 Music Appreciation

3 credits

An introductory course concerned with the elements of music, the important musical masterpieces and the significant composers up to the present age. A portion of the class time is devoted to listening to recordings. Humanities credit. **(F, SP, SU, OF, OSP, OSU)**

MU 110 Applied Music

1 credit

Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. Students must complete 30 hours of instruction to earn one credit hour. Maximum 4 credits, 1 credit per semester. This course does not meet any general education requirements. **(DD)**

Occupational Therapy Assistant

Occupational Therapy classes are restricted to students accepted to the OTA program.

OT 200 Foundations of Occupational Therapy **credits**

4

This course presents an introduction to occupational therapy including history, philosophical base, values, ethics, practice framework, and clinical reasoning. Students will learn selected theories and frames of reference as they pertain to interventions in mental health, physical disabilities, pediatrics, and community practice areas. An overview of the occupational therapy process, including assessment, treatment planning, treatment implementation, and discontinuation of intervention will be presented. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and health care personnel are discussed. (SP)

OT 205 Medical Conditions in Occupational Therapy

3 credits

This course will provide a framework for students to learn about common medical conditions seen by occupational therapy practitioners and to facilitate learning of these conditions from an occupational therapy perspective. It is not intended to emphasize treatment of a *diagnosis*; however, students will learn about specific factors unique to given conditions that may impact an individual's occupational roles and functions. These factors must be understood and analyzed regarding the relative impact on the individuals' occupational performance. The knowledge gained from this course is a necessary pre-requisite to *Physical Disabilities Practice*. (SP)

OT 210 Analysis of Occupations

2 credits

This course is designed to foster a beginning exposure to individuals experiencing a variety of physical or mental disabilities, including caregivers of individuals with disabilities, through community experiences. Through these experiences, students will develop skills in observation, analysis, interview, assessment, and data collection, and relational skills. Students will complete writing assignments with an emphasis on their observations, analysis, and performance of human occupation across the lifespan, with an emphasis on contextual factors impacting occupational performance. Through the written assignments, students will learn the style of professional writing required for OTAs. Professional and therapeutic relationships will be emphasized throughout the course. (SP)

OT 215 Mental Health and Psychosocial Practice

4 credits

This course presents the role of the Occupational Therapy Assistant in the psychosocial area of Occupational Therapy practice. Students will learn selected frames of reference, and explore the effects of psychosocial dysfunction on areas of occupation. Students will learn skills necessary to assess, implement and document intervention in a variety of mental health settings. Client factors, including culture and diversity, therapeutic interactions and methods are studied. Students will

develop skills in administering individual and group interventions, professional communication, conflict negotiation, and advocacy. Course activities, site visits and PN fieldwork opportunities will enable students to participate in and apply psychosocial principles to practice. (SP)

OT 220 Pediatric and Adolescent Practice

4 credits

Treatment of pediatric and adolescent conditions. Normal and delayed development of the infant, child and adolescent are explored. The lab component incorporates theoretical principles and provides opportunities for students to develop assessment, intervention planning and implementation, and documentation skills to address a range of childhood sensory-motor, cognitive and psychosocial performance deficits. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the pediatric and adolescent population. Lab activities, site visits and PN fieldwork opportunities will enable students to participate in and apply pediatric and adolescent treatment principles to practice. Lecture and laboratory. (SP)

OT 250 Functional Kinesiology

2 credits

In this course, students use and apply their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Analysis of functional movement patterns required for work, self-care, play, and leisure activities are emphasized. Manual muscle testing, range of motion, goniometry and basic transfer skills are practiced. Principles of energy conservation, joint protection and work simplification are presented. Prevention, health maintenance and safety procedures relevant to functional mobility are reviewed. (SU)

OT 255 Physical Disabilities Practice

4 credits

The course provides in-depth opportunities for students to develop assessment, intervention planning, intervention, and documentation skills to address a wide range of adult and geriatric physical disabilities and conditions typically treated by occupational therapy and fractures and joint replacements, head injury, dementias. The use of splinting, orthotics, modalities, and assistive technology in treatment will also be presented. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the adult and geriatric population. Lab activities, site visits, and PN fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. (SU)

OT 260 Community Practice

3 credits

Class activities, site visits and PN fieldwork opportunities will enable students to participate in and apply occupational therapy assessment and intervention principles to a wide range of community settings including vocational, vocational rehabilitation, home health, and emerging community practice areas. Emphasis will be on community settings in the students' state and geographic region. The course also provides a broad exposure to the social, political, legislative, economic and cultural factors that influence service delivery. (SU)

OT 265 Ethics, Management and Leadership**3 credits**

This course focuses on the OTA role in managing and directing occupational therapy services. It covers ethical provision of services, departmental operations, program development, supervisory requirements, personnel development and supervision, professional team building, quality assurance, compliance with regulations, reimbursement and national and state credentialing requirements. Techniques for developing a resume and job interview skills are practiced. The importance and responsibility for on-going OTA professional development, ethical practice, contributing to research and evidence based practice, attention to emerging practice issues and areas, and international perspectives are explored. (SU)

OT 270 Professional Skills**3 credits**

This course is designed to foster practical professional skills in critical thinking, using literature to make evidence-based practice decisions and recommendations, and using theory to guide practice, all through the completion of a professional portfolio. (SU)

OT 290 OTA Fieldwork A**8 credits**

Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. (SU)

OT 295 OTA Fieldwork B**8 credits**

Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. (SU)

Physical Education

A maximum of two credit hours of physical education activities will apply toward any degree.

PE 101 Golf I**1 credit**

An activity class intended to acquaint students with golf rules and protocol while developing skills in driving and putting. (SP)

PE 102 Tennis I**1 credit**

An activity class intended to teach tennis scoring and develop physical skills in the serve and ground strokes. (F, SP, SU)

PE 104 Varsity Sports I**1 credit**

A course for students participating in intercollegiate sports. (PE activity credit)

PREREQUISITE: Consent of the coach. (F)

PE 105 Health Education**2 credits**

A course that addresses personal health concerns from a holistic standpoint and

emphasizes strategies to adapt or change our behavior to promote health and prevent disease. (Not applicable to medical curriculum). **(F, SP, OF, OSP, OSU)**

PE 106 Weight Training I

1 credit

The course is designed to teach students weight lifting techniques, different weight training systems, a variety of exercises, muscle groups and how each affects the body. Weight lifting terminology will also be introduced. (PE activity credit) **(DD)**

PE 107 Rhythmic Aerobics I

1 credit

A coed fitness class designed to improve physical fitness and weight control through group aerobic exercises and dietary pattern. (PE activity credit) **(DD)**

PE 108 Volleyball I

1 credit

The course is designed to teach the students the game of volleyball. The students will also learn fundamentals, techniques, rules, strategy and volleyball terminology. (PE activity credit) **(F, SP)**

PE 109 Softball

1 credit

An activity course teaching scoring, proper techniques and the importance of softball as a lifetime fitness sport. **(DD)**

PE 112 Sports Officiating

2 credits

A course designed to prepare students to pass the officials test for the MSHSAA standards of basketball and softball. The course will address officiating ethics, sports psychology and strategies. Does not meet physical education activity requirement. **(DD)**

PE 115 Team Sports I

1 credit

An activity course designed to teach scoring, proper technique, rules and strategy for softball, flag football and soccer. (PE activity credit) **(DD)**

PE 116 Karate I

1 credit

This course is designed to instruct students in the techniques and skills of Shotokan Karate. Emphasis will be on physical conditioning and mental concentration. (PE activity credit) **(F, SP)**

PE 117 Personal Fitness

1 credit

The purpose of this course is to provide the student instruction in individual fitness and wellness. Emphasis is placed on cardiovascular endurance, muscular strength and muscular endurance. Other components will include designing and implementing a personal exercise prescription in relation to individual goals. May be taken up to two times for a total of two credit hours. (PE activity credit) **(F, SP)**

PE 119 Introduction to Clay Target Shooting

1 credit

The purpose of this course is to introduce students to the clay target shooting sports of trap and skeet. Emphasis is placed on gun safety, gun and ammunition care, rules and range procedures, and how to properly use equipment for each sport. (PE activity credit) **(F)**

PE 123 Horseback Riding I**1 credit**

An activity class designed to introduce the student to horseback riding. Emphasis is placed upon basic skills of horsemanship, rules of safety and the care of horses. (Lab fee) (PE activity credit) **(F, SP)**

PE 124 Horseback Riding II**1 credit**

A continuation of Horseback Riding I. (Lab fee) (PE activity credit) **(F, SP)**

PE 204 Varsity Sports II**1 credit**

A course for students participating in a second season of intercollegiate sports. (PE activity credit) **PREREQUISITE:** Consent of the coach. **(F)**

PE 220 Introduction to Recreation**3 credits**

An introductory course designed to provide an analysis of the total field of recreation and leisure. The course includes description of its current scope and organizational practices, as well as the historical, sociological, psychological, philosophical and economic aspects of recreation and leisure. **(OF, OSP, OSU)**

PE 225 Introduction to Sport Psychology**3 credits**

Study of physical, affective, and cognitive behaviors associated with participation in sport or exercise. Exploration of the psychological makeup of sport participants; explanation of psychological factors influencing involvement and performance in sport. Provides skills and knowledge about sport and exercise psychology applicable to everyday life. **(OF, OSP)**

PE 230 Recreation Development**3 credits**

This course is designed to give the student an overview of the principles of program planning and roles of the leader, administrator and community in program planning. Special considerations or programs are necessitated by various recreational settings, short-term seasonal, and year-round program planning. **(DD)**

PE 240 Techniques of Recreation Leadership**3 credits**

This course is designed to develop student competencies in the area of recreation leadership. The course will emphasize a theoretical understanding of leadership principles and techniques and will provide opportunities for practical application of these principles. **(DD)**

PE 250 Recreation Internship**3 credits**

The recreation internship is designed to provide the student with practical, on-the-job training in the recreation field. The internship will include 150 contact hours by the student. A minimum of 45 contact hours is required for every hour of credit. **(F, SP, SU)**

PE 260 Foundations of Physical Education**3 credits**

A study of the field of physical education/health, its foundational principles, aims, objectives, contributions, future directions, problems and career possibilities. **(DD)**

Philosophy

PH 101 Ethics

3 credits

This course examines the major theories of value and moral obligation, and how they illuminate such contemporary issues as abortion, euthanasia, sexual morality, discrimination, medical ethics, privacy, individual freedom, violence and war. Humanities credit. **(SP, OF, OSP, OSU)**

PH 102 Introduction to Philosophy

3 credits

This study of philosophy will expose the student to critical thinking and help in the understanding of such fundamental questions as these: How do we know? (Epistemology); what is real? (Metaphysics); and what is of value? (Axiology). Readings from the major philosophers are included. Humanities credit. **(F, OF, OSP, OSU)**

Political Science

PL 105 Missouri Constitution

1 credit

A survey of the history and content of the Missouri Constitution, its similarities and differences with the federal constitution, and its relevance today. Not open to students with credit for HI 103, PL 216 or any other course that covered instruction in Missouri State Constitution. **(CBA)**

PL 216 National Government

3 credits

A basic introductory course to acquaint the student with the workings of the national government and the political system which bolsters it. Emphasis is placed on governmental structure, using the historical approach to answer the questions as to why the United States system has developed in the manner it has. The Constitution is dealt with in detail as the source of governmental power (Meets the Missouri Constitutional Requirements). **PREREQUISITE: Appropriate placement score or successful completion of EN101W.** **(F, SP, OF, OSP)**

Pharmacy Technician

PM 101 Pharmacy Calculations

3 credits

Accuracy in calculation is essential to safe pharmaceutical practice. This course will help broaden a student's knowledge in pharmacy calculations thus allowing them to provide assistance to pharmacists. You will master accurate computation in dispensing, pricing, systems of measure, introduction to compounding (focuses on the art of making and preparing medication) and parenteral products as they apply in pharmacy. Study focus is on core concepts and the foundation of what every pharmacy technician needs to know to ensure safe medication administration. Mathematics skills, critical thinking, therapeutic communications in community-based health care system are included. **(OSO)**

PM 105 Pharmacy Practice I

4 credits

You will be introduced to the role of pharmacy, the pharmacist and the pharmacy

technician in the health care delivery system. The course incorporates the history of pharmacy practice, law & ethics, terminology, routes, dosage formulations, Anatomy & Physiology, medications and operations of community based and institutional pharmacies. Cultural and ethnic variations in relationship to medications in a multidisciplinary setting are addressed. Emphasis is placed on committing to lifelong learning in a continually changing environment. Lecture and laboratory. **(OSO)**

PM 205 Pharmacy Practice II

4 credits

You will be introduced to the role of pharmacy, the pharmacist and the pharmacy technician in the health care delivery system. The course incorporates the history of pharmacy practice, laws and ethics, terminology, routes, dosage information, A & P, medications, and operations of community based and institutional pharmacies. Cultural and ethnic variations in relationship to medications in a multi-disciplinary setting are addressed. Emphasis is placed on committing to lifelong learning in a continually changing environment. **Pre-requisites: PM 101 & PM 105. (OSO)**

PM 220 Pharmacy Technician Internship

4 credits

This course teaches the Pharmacy Technician student the principles and importance of pharmacy technician procedures: accurate computation in dispensing, pricing, systems of measure, compounding mixtures and solutions, preparing parenteral products, aseptic techniques, law & ethics and operations of community based and institutional pharmacies.

The internship is to provide the student with real-life experiences with an opportunity to practice learned theory and clinical skills. Students will work under supervision at the internship site. The benefits to the students include the opportunity to practice learned theoretical and clinical skills, by being exposed to different situations and to have the opportunity to demonstrate (at their internship site) their abilities, which could lead to future employment.

During the 90 hours of the internship, your relationship with other professionals and consumers of services in hospitals and the community will be emphasized.

PREREQUISITE: PM 101, PM 105; pre or corequisite PM 205. (OSO)

PN Nursing

Nursing courses are restricted to students accepted to the NCMC PN Nursing Program.

PN 100 Foundations of Nursing

6 credits

This course provides an introduction to nursing and roles of nurse, as well as concepts related to patient care and the profession of nursing. Emphasis is placed on the knowledge and skills needed to provide safe, quality patient care. The theoretical foundation for basic assessment and nursing skills is presented, and the students is given an opportunity to demonstrate these skills in a clinical laboratory setting. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. **(F, SP)**

PN 101 Nursing of Adults 1A**6 credits**

Nursing Care of Adults IA is the first of two medical-surgical nursing courses and builds upon basic nursing content and skills learned in Foundations of Nursing. This course focuses on the care of adult patients with select health alterations that require medical and/or surgical intervention. Concepts of patient-centered care, pharmacology, nutrition, cultural sensitivity, informatics, quality improvement, and professionalism are integrated throughout the course. Teamwork and collaboration utilizing evidenced based practice is emphasized. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults in a variety of settings. (SP,F, SU)

PN 102 Nursing of Adults 1B**4 credits**

Nursing Care of Adults IB is a continuation of the Nursing Care of Adults IA course with a continued focus on the care of adult patients with select health alterations that require medical and/or surgical intervention. A continued emphasis is placed on the concepts of patient-centered care, pharmacology, nutrition, cultural sensitivity, informatics, quality improvement and professionalism. Students will assume leadership, delegation, teamwork and collaboration roles utilizing evidence based practice. Clinical experiences will continue to provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults in a variety of settings. (F, SU)

PN 103 Introduction to Pharmacology**2 credits**

This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Emphasis is placed on drug classifications and nursing care related to the safe administration of medication to patients across the life span. (F, SP)

PN 104 Personal & Vocational Concepts**1 credits**

This course facilitates the transition of the student to the role of a LPN. Emphasis is placed on issues related to nursing and health care as well as developing the skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and importance of practicing according to state regulations and statutes are examined. (OF, OSP)

PN 105 Introduction to Mental Health Nursing**1 credit**

This course is designed to introduce the knowledge, skills, and attitudes essential to mental health nursing. Emphasis is placed on the patient-centered care of patients across the lifespan experiencing common cognitive, mental and behavioral disorders. The focus will be on adapting the nurse-patient relationship to meet the special concerns of the client who has a mental health disorder. Concepts of teamwork and collaboration, professionalism, safety, crisis intervention, evidence based practice, therapeutic communication, anger management, and coping skills are integrated throughout the course (OF, OSP)

PN 106 Maternal and Child Health Nursing**2 credits**

A course designed to introduce the student to the knowledge and skills essential to providing safe and competent nursing care to child bearing women, newborns and children. For the obstetric client, focus is placed on basic care during the antepartal, intrapartal, and postpartum periods. Growth and development of a child from birth through adolescence will be taught along with common pediatric health concerns. (SP, F)

Physical Science

NOTE: For other physical science courses, see course descriptions under Chemistry (CH). Physical Science and Math courses require placement scores within past three years.

PS 101 Introduction to the Physical Sciences

4 credits

A survey course for non-science majors introducing the important concepts that govern the fields of physics, chemistry, meteorology, geology and astronomy. The impact of these sciences on the environment and human activities will also be considered. This course satisfies the general education physical science requirement. Lecture and laboratory. **PREREQUISITE: DS 048 or appropriate math placement score. (F, SP, SU, OF, OSP, OSU)**

PS 104 Special Topics in Physical Science

1-3 credits

Independent study on a current topic in the physical sciences as demand warrants. Credit hours determined by the number of in-class contact hours and any activities assigned outside the classroom appropriate to content. (CBA)

PS 108 Introduction to Physics

4 credits

A course in physics surveying the fundamental concepts of mechanics, waves, electricity, magnetism and optics. Does not meet general education physical science requirement. Lecture and laboratory. **PREREQUISITE: DS 049 or MF 104 or appropriate math placement score taken within the last three years. (OSU)**

PS 120 Introduction to Astronomy

3 credits

This course is a one-semester introduction to astronomy covering Earth-sky relationships, an overview of the Solar System, the Sun, the stars, our Galaxy, other galaxies, the large-scale structure of the Universe, and cosmology. This course does not meet the general education physical sciences requirement. (DD)

PS 185 College Physics I

4 credits

A rigorous non-calculus introductory physics course primarily for students majoring in the life and environmental sciences and science education. A classical treatment of Newtonian mechanics, fluids, heat and thermodynamics. This course satisfies the general education physical science requirement. Lecture and laboratory. **PREREQUISITE: MT 148 or both MT 122 and MT 132. (DD)**

PS 186 College Physics II

4 credits

A continuation of College Physics I. Topics to be covered include sound and waves, electricity, magnetism, optics, and topics in modern physics as time permits. Lecture and laboratory. **PREREQUISITE: PS 185. (DD)**

PS 210 General Physics I**5 credits**

Calculus-based physics designed for those students majoring in Chemistry, Physics or Engineering. The fundamental principles and theories of classical physics topics including kinematics, dynamics, statics, fluids, oscillations, wave mechanics and thermodynamics, based on calculus and vector manipulations. A laboratory course is included to emphasize and reinforce the principles and theories. **PREREQUISITE: MT 150 and corequisite: MT 250. (DD)**

PS 212 General Physics II**5 credits**

Continuation of General Physics I (PS 210). The fundamental principles and theories of classical physics topics including, electricity, electrostatics, elementary circuits, magnetism, electromagnetic phenomena, optics and modern physics, based on calculus and vector manipulations. A laboratory course is included to emphasize and reinforce the principles and theories. **PREREQUISITE: PS 210, MT 150 and MT 250. (DD)**

Psychology

PY 121 General Psychology**3 credits**

A survey course dealing with the basic facts and principles of human behavior, providing an understanding of why and how people think and act as they do, emphasizing the manner in which the environment influences people. **(F, SP, OF, OSP, OSU)**

PY 214 Social Psychology**3 credits**

This course can be applied to either the sociology or psychology requirement. The course considers individual behavior in relation to society and includes theoretical foundations, socialization, social cognition, group dynamics and leadership. **PREREQUISITE: PY 121 or SO 107. (OF)**

PY 219 Adult Development and Aging**2 credits**

This course focuses on the physiological, cognitive, personality and psychosocial development of middle and late adulthood. Emphasis is placed on the problems and concerns of aging, such as, interpersonal relations, retirement, the economy, psychopathology, and death and dying. **PREREQUISITE: PY 121. (DD)**

PY 225 Child Psychology**3 credits**

Psychological basis of child growth and development, with emphasis on the emotional, mental, physical and social needs of childhood including an analysis of the factors in the home, school and community which influence behavior and personality. **PREREQUISITE: PY 121. (SP)**

PY 226 Adolescent Psychology**3 credits**

A course focused on physical, intellectual and emotional changes that occur during adolescence. Included is an examination of the unique problems and risks involved as the adolescent develops personal values, behavior patterns, sexuality and morality. **PREREQUISITE: PY 121. (DD)**

PY 230 Abnormal Psychology**3 credits**

This is an advanced Psychology course that will explore the historical views and different viewpoints of abnormal behavior. It will cover the different diagnostic categories of the DSM-5 and the treatments offered for these psychological disorders. **PREREQUISITE: PY 121. (OF)**

PY 233 Human Growth & Development**3 credits**

A study of human development across the life span. The focus is on clearly-defined stages of life, each with its own unique problems, concerns and solutions. The history, research methods, theories, technology and terminology related to the study of human development are discussed. **PREREQUISITE: PY 121. (F, OSP)**

PY 245 Advanced General Psychology**3 credits**

This course is a survey of the field of scientific psychology, emphasizing the methods used in conducting research and in data analysis. The purpose is to give students a scholarly framework with which to view psychology as a biological and social science. Recommended for second year students. **PREREQUISITE: PY 121. (DD)**

Religion

RL 101 Introduction to Religion**3 credits**

This course introduces the student to the richness and variety of religious expressions around the world. Further, the student will be introduced to the theology and practices of the religions studied. The student will have an opportunity to analyze and compare religious systems. The student will be prepared to better understand contemporary religious issues and conflicts. Humanities credit. **(DD)**

PN to ADN Nursing

Nursing courses are restricted to students accepted to the NCMC PN to ADN Nursing Program.

RN 200 Leadership in Nursing**2 credits**

This course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on contemporary issues and management concepts, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. Clinical experiences provide the student the opportunity to apply theoretical concepts while functioning in a leadership role. **(SP)**

RN 201 Adult Nursing I**6 credits**

This course focuses on the care of adult patients with acute/complex medical/surgical health problems. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts of pharmacology, nutrition, health promotion and education, cultural sensitivity, informatics, quality improvement, leadership and professionalism will be integrated throughout the course. Teamwork and collaboration utilizing evidence based practice is

emphasized. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to clients and selected groups in a variety of settings. (F)

RN 202 Adult Nursing II

4 credits

This course focuses on advanced concepts of nursing care as they relate to adult patient's multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team. Complex clinical skills, as well as priority setting, clinical judgement, and tenets of legal and ethical practice, are integrate throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings. (SP)

RN 203 Pharmacology

2 credits

This course expands upon the knowledge and comprehension of the concepts of pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Emphasis is placed on nursing interventions and health teaching related to the safe administration of medications to patients across the lifespan. (F)

RN 204 PN to ADN Transition

1 credit

This course is designed to facilitate successful student transition from the practical nursing course to that of the associate nursing coursework. Students will enhance previous learning strategies in addition to identifying goals for a successful transition into the associate degree nursing program. These strategies will encourage students to use sound clinical judgment in nursing practice. Emphasis is placed on student understanding of role concepts essential for registered nursing practice (Nursing Process, Teamwork, Collaboration, Leadership and Professionalism). (F)

RN 205 Mental Health Nursing

2 credits

This course focuses on the care of patients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors, as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in selected mental health settings. (F)

RN 206 Maternal and Child Health Nursing

4 credits

This course provides an integrative, family-centered approach to the care of mothers, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Clinical experiences provide the student an

opportunity to apply theoretical concepts and implement safe patient care to mothers, newborns, and children in selected settings. (SP)

Social Science

SO 107 General Sociology

3 credits

A survey course concerned with the study of human relationships in groups and of the structures and organizations that develop within human society. Emphasis is placed on various social phenomena and the theories which attempt to explain them. (F, SP, OF, OSP, OSU)

SO 201 Marriage and the Family

3 credits

This course is designed to represent an analysis of the institution of the family and to provide an opportunity for the student to objectively study such basic phenomena as courtship patterns, marriage forms and socialization techniques. (OFO)

SO 210 Social Problems

3 credits

This course discusses social problems such as violence, gender inequality, education and environment. It examines how social structure and culture of society contribute to social problems and their consequences. This course develops an understanding of the social forces that contribute to these problems, which leads to designing strategies for action. **PREREQUISITE: SO 107. (DD)**

SO 230 People & Cultures of the World

3 credits

A course to give an American look at the anthropological study of world cultures. Cultural metaphors will be used as a method for understanding the cultural mind-set of a nation, a cluster of nations, and even a continent to quickly understand what members of a culture consider important. General types of cultures such as authority ranking, equality matching, market pricing, cleft, and torn. Cultural characteristics including religion, politics, gender, language, food, and history of the countries will also be examined. (DD)

SO 231 Experiencing Culture

1 credit

This course is designed to allow students to read about a variety of issues in another culture and then experience the culture by traveling to the selected country. The course will give students skills involving relating with cultures other than their own. **PREREQUISITE or COREQUISITE: SO 230. (DD)**

SO 250 Introduction to Social Work

4 credits

Introduction to Social Work provides students with an overview of professional social work practice including its history, philosophy, ethics, values, methods and fields of practice. Forty hours of volunteer experience required in an area human service agency. **PREREQUISITES: PY121 or SO107 or instructor approval. (DD)**

Speech

SP 150 Studies in Communication

1-3 credits

A special topics course in communication which may include interpersonal communication, nonverbal communication, advanced oral interpretation, theatre practice or forensics. The subtitle on the schedule of courses for a particular semester indicates specific content. Credit varies from one to three hours. The course may be repeated if the content changes. **(DD)**

SP 175 Speech Communications

3 credits

Learn how to better think and act as a public speaker by preparing the presenting speeches. Application of content and self-assessment are principle learning strategies in this introductory course. The message-creation process stresses thinking broadly and deeply about the subject. The delivery approach emphasizes interactive skills and attitudes. Meets general education requirement. **(F, SP, SU, OF, OSP, OSU)**

SP 176 Oral Interpretation

3 credits

Study and oral reading of prose, drama and poetry. Performances for audiences beyond the classroom provide practical experience. Understanding literature and developing self-confidence are important aspects of the course. **(DD)**

Theatre

TH 111 Introduction to Theatre

3 credits

A study of the interrelated roles contributing to the creation of a play: playwright, actor, director, designers and technicians. Examination of the history of theatre is a major component of the course. Humanities credit. **(SPO)**

TH 113 Beginning Acting

2 credits

Introduction to fundamentals necessary for the actor and an approach to creating a character. Improvisational exercises and short scenes enable students to experience the basics of the craft. **(DD)**

TH 201 Theatre Participation

1-3 credits

Exploration of one or more aspects of theatre (acting, directing, design, etc.) in a workshop environment. Participants may also satisfy requirements by working on a production. Hours are arranged; requires permission of the instructor. **(DD)**

Student Handbook

NCMC Welcomes You!

We hope you enjoy this Student Handbook. Please stop by any of our offices if you have questions. We are here to help you succeed!

Dr. Kristen Alley, Dean of Student Affairs, 660-359-3948, ext. 1400

Have Fun, Stay Informed

Life at NCMC should be more than just classes, studying and books!

Extracurricular activities can enhance your college experience and resume.

Make your mark at NCMC by getting involved!

Ag Club-PAS

Phi Beta Lambda Baptist Student Union

Delta Epsilon Chi

Fellowship of Christian Athletes

Intercollegiate Baseball

Intercollegiate Basketball

NCMC Players

Intercollegiate Fast Pitch Softball

Phi Mu Epsilon Ambassadors

Phi Theta Kappa

Pre Med Club

Residence Hall Assoc.

Psych/Sociology Club

Student MO State Teachers Assoc.

Student Nurses ADN Assoc.

Student Practical Nurses Assoc.

Services for Students

OFFICE Phone (660) 359-3948 or NCMC's Website www.ncmissouri.edu **EXT.**

DEANS

Allied Health (Cross Hall) 1310

Instruction (Geyer Hall) 1300

Student Affairs (Alexander Student Center) 1400

ACADEMIC RESOURCE CENTER (Geyer Hall) 1334

ADMISSIONS (Alexander Student Center) 1414

ADVISING (Alexander Student Center) 1418

ATHLETIC DIRECTOR (Ketcham Community Center) 1409

BOOKSTORE (Main Street Building) 1506

CAREER SERVICES (Alexander Student Center) 1407

CASHIER'S OFFICE (Alexander Student Center) 1501 or 1411

COMPUTER ACCESS (Barnes, Freeman & Hoffman Halls & Library) 1311

COMPUTER HELP DESK 1214

DEFAULT PREVENTION & LOAN ADVISING (Alexander Student Center) 1513

FINANCIAL SERVICES (Alexander Student Center) 1513

FOOD SERVICE

Dining Hall (lower level of Selby Hall) 1248

Cross Hall Coffee Shop 1663

KETCHAM COMMUNITY CENTER 1450

LIBRARY (Geyer Hall) 1335

REGISTRAR (Alexander Student Center) 1206

RESIDENCE LIFE (Ellsworth & Selby) 1412

STUDENT BILLING & CARDS (Frey Administrative Center) 1508

STUDENT SUPPORT SERVICES (Geyer Hall) 1332

Student Code of Conduct

As members of the NCMC community, students are responsible for sustaining high ethical standards and demonstrating integrity and respect for themselves, others and the campus environment. Students are responsible for complying with and knowledge of all NCMC policies, rules, regulations, and standards of conduct, as well as maintaining compliance with all federal, state, and local laws and regulations. Enrollment is considered acceptance of the standards specified herein.

Note: The provisions of this handbook do not constitute a contract between the student and the institution. The institution reserves the right to modify policies, rules, regulations, and standards.

I. General Policy

North Central Missouri College is a community of learners. The College is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. College students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state and College regulations.

The College distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students, both on campus and off campus, is ordinarily of College concern when: (a) the conduct interferes with the College's responsibility for ensuring members of the College full and equal opportunity to obtain their educational objectives or (b) the conduct interferes with the College's responsibility to protect the health, safety and general welfare of persons in the college community, to protect property, to maintain the ordinary rules of good conduct and to sponsor non-classroom activities.

The Vice President of Academic Affairs, Dean of Student Affairs, Vice President of Academic Affairs, and Dean of Nursing and Health Sciences through authority delegated by the President of the College, have the responsibility and authority to protect the College's educational purpose and objectives through the establishment of a Student Conduct System. The system incorporates procedural safe-guards that allow for proper action, while protecting the rights of students to a fair and timely hearing and decision.

The term "student" includes all persons taking courses at North Central Missouri College, both full-time and part-time, for continuing education, personal development, adult basic education or professional development, whether or not pursuing any degree or program offered by North Central Missouri College. This includes persons who are not officially enrolled for a particular term, but who have a continuing or established academic relationship with the College.

II. Offenses

Any student who commits or attempts to commit an act of misconduct shall be subject to disciplinary sanctions. Acts of misconduct include, but are not limited to:

A. Academic Misconduct

Academic integrity is expected and required of all NCMC students. Students and

faculty are responsible and accountable for personally upholding that integrity. Each instructor is assigned jurisdiction for class conduct and grades. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the following policy.

Cheating Offenses

Cheating offenses include, but are not limited to, the following:

- Copying from another student in an examination situation.
- Using unauthorized material or aids in the preparation of an assignment, paper or project.
- Possessing unauthorized material or aids in an examination situation.
- Allowing another person to take an examination in one's place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation required by the college.
- Improperly obtaining an examination prior to the examination.
- Aiding or abetting anyone in a cheating offense.
- Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.
- Copying and submitting, in whole or in part, the work of another in an assignment, report, paper, project, etc. as one's own.
- Claiming to have completed assigned tasks that were, in fact, completed by another person.
- Failing to accurately document information, wording, or visual images obtained on the World Wide Web.
- Violating federal copyright laws including unauthorized duplication of copyrighted materials.

Procedure

1. When a student is suspected of cheating, the instructor or other individual who suspects the student of cheating will, at the earliest opportunity, investigate the situation, discuss the matter with the student and come to a decision regarding the student's innocence.
2. In the event a decision is made that the student is responsible for cheating, before determining an appropriate penalty, the course instructor will ascertain from the Vice President of Academic Affairs/Dean of Nursing and Health Sciences whether the student has been found responsible for any previous cheating offense while enrolled at North Central Missouri College.
3. In the event that the instructor determines this to be a first offense for the student, the instructor will apply an appropriate penalty. The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student's education. The penalty should also be consistent with the range of penalties outlined in this policy.

4. The instructor will inform the Vice President of Academic Affairs/Dean of Nursing and Health Sciences of the cheating offense and the penalty applied.
5. In the case of a second offense by the student, the Vice President of Academic Affairs/Dean of Nursing and Health Sciences will determine the appropriate penalty for this offense and will ensure that the penalty is more severe than the penalty imposed for the previous offense. The student will be advised that if found responsible of a third offense of academic dishonesty at North Central Missouri College, the penalty of expulsion from the College could result.

Penalties

A student responsible of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense.

A record of all such cases will be kept in the office of the Vice President of Academic Affairs/Dean of Nursing and Health Sciences. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:

- Reprimand.
- Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
- A mark of "0" will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
- A failing (F) grade will be awarded in the course.
- Automatic failing (F) grades in all courses in which the student is registered, and no tuition or fees will be refunded for that semester. This penalty will only be imposed by the Vice President of Academic Affairs.
- Expulsion from North Central Missouri College, permanently recorded on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

B. Non-Academic Misconduct (Dean of Student Affairs' Office)

1. Misuse of documents or identification. Any forgery, alteration or misuse of documents or records; knowingly furnishing false information, written or spoken, to the College; or withholding of necessary information in connection with a student's record or status.
2. Intentionally, recklessly, or negligently causing physical harm to any person on College property or at College-sponsored functions. This includes engaging in any form of fighting.
3. Intimidation, harassment or threat of physical violence. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, sexual harassment, hazing, stalking, intimidation, threats, cyber bullying, or other conduct which threatens or endangers that person's emotional, mental, or

physical well-being.

4. Criminal sexual behavior, including but not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person.
5. Theft of or willful destruction, damage or misuse of any College property or that of any person on the campus. This includes theft, misuse or alteration of computer or other electronic services offered by or owned by the College.
6. Disruptive/disorderly conduct. Disorderly, excessively noisy, lewd, indecent, or obscene conduct or behavior on College owned or controlled property or at College-sponsored functions. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order.
7. Possession, consumption, public intoxication or distribution of alcoholic beverages is strictly prohibited on all College property or at any college-sponsored student activity. This includes possession of alcoholic beverage containers.
8. Possession, use, manufacture, sale or distribution of illegal drugs and/or possession of drug paraphernalia.
9. Possession and/or use of firearms, fireworks, explosives, other weapons or dangerous chemicals.
10. Unauthorized possession, duplication or use of keys to any College facility or unauthorized use of or entry into any College facility.
11. Activation of a fire alarm without cause; destruction or misuse of fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on College property; or setting any fire on College property.
12. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.
13. Failure to heed an administrative summons.
14. Failure to comply with the instructions of any College official or law enforcement officer acting in the line of duty and/or failure to identify oneself to these persons when requested to do so.
15. Assisting anyone in the commission of any acts in this section.

III. Sanctions

A. Warning

A written or oral notice, which cautions the student that further behavior of the same or similar type shall be cause for disciplinary action by the College.

B. Probation

A written reprimand for violation of specified regulations. Probation is for a specific period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

C. Restriction

The withdrawal of specified privileges for a definite period of time. Restrictions may include, but are not limited to, campus housing, dining services, computer labs, recreational facilities, college events or activities, parking areas, etc.

D. Restitution

A payment for financial injury in cases involving theft, destruction of property or deception.

E. Fines/Fees

A payment for any substance abuse violation or other offenses such as excessive or persistent noise, littering, violation of residence hall visitation hours or other regulations.

F. Discretionary Sanctions

Work assignments, behavioral contracts, administrative referrals, community service, attendance at drug and alcohol education classes and/or other related discretionary assignments.

G. Grade Reduction

In academic misconduct cases, faculty may reduce class grades for tests or assignments as part of the imposed sanctions.

H. Suspension

The President or designee may at any time temporarily suspend or deny readmission to a student pending a formal hearing when the President or designee believes that the presence of a student on campus poses a danger to the health, safety or welfare of any member of the College community, including themselves; or that the student poses a danger of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction.

I. Expulsion

The involuntary and permanent separation of the student from the College.

IV. Disciplinary Administration

A. Academic Misconduct (Vice President of Academic Affairs's/Dean of Nursing and Health Sciences' Office)

The Vice President of Academic Affairs or Dean of Nursing and Health Sciences is the primary officer for academic misconduct cases. The process for appeal is as follows:

1. Student meets with their instructor;
2. Student appeals to appropriate dean;
3. Student appeals to Vice President of Academic Affairs;
4. Student appeals to Student Appeals Committee;
5. Student makes final appeal to College President.

The Vice President of Academic Affairs/Dean of Nursing and Health Sciences is the administrative officer in cases of academic misconduct. Grade appeals follow a different procedure, which is outlined in the "Grade Appeals" section. Each instructor is assigned jurisdiction for class conduct

and grades. Charges of academic misconduct should follow one of these options:

1. Provide timely written notice to the student of the suspected academic misconduct and invite the student to discuss the matter. Advise the student in writing within ten (10) business days, after such notification and/or personal meeting, of the decision and penalties imposed and the student's right to appeal, in writing, to the Vice President of Academic Affairs/Dean of Nursing and Health Sciences within ten (10) business days. Copies of this action shall be sent to the Vice President of Academic Affairs/Dean of Nursing and Health Sciences.
2. Submit a written appeal to the Vice President of Academic Affairs/Dean of Nursing and Health Sciences for adjudication. The Dean or designated agent shall investigate the charges. In conducting the investigation, the agent shall discuss the charges with the student(s) in question and with others who have personal knowledge of the alleged misconduct to determine whether it is reasonable to believe the charges are true. The Vice President of Academic Affairs/Dean of Nursing and Health Sciences shall provide a timely, written notice to the student of the decision and penalties imposed.
3. Subsequent appeals should follow the procedures outlined in C, "Appeals for both Academic and Non-Academic Misconduct".

B. Non-Academic Misconduct (Dean of Student Affairs' Office)

The Dean of Student Affairs, or designee, is the primary officer for non-academic misconduct cases. The process for appeal is as follows:

1. Dean of Student Affairs, or designee conducts hearing;
2. Student may appeal to the Vice-President of Academic Affairs;
3. Student may appeal to Student Appeals Committee;
4. Student may make final appeal to College President.

The Dean of Student Affairs, or designee, is the administrative officer/hearing officer in cases of nonacademic misconduct.

1. Notice of the Hearing—Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean of Student Affairs, or designee, shall initiate a hearing within ten (10) business days after receiving the incident report. Notice by mail will be addressed to the last address currently on record with the College. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The hearing notification letter shall be sent at least ten (10) working days prior to the hearing, unless a shorter time is deemed necessary by the hearing officer. Notice of a hearing shall include the following:
 - a. Date, time, place and nature of the hearing.
 - b. The particular sections of this Student Code of Conduct involved.
 - c. The fact that the student is entitled to an advisor of his/her choice.
 - d. That the Student may inspect all documentary evidence that will be presented against him/her.

2. **Hearing Procedures**—The hearing officer shall discuss the charges with the student(s) accused with committing the offense in an effort to determine responsibility. Students charged with a violation are required to attend the hearing as requested. The student shall be given an opportunity to present his/her position, explanations, and evidence concerning the charges. The student may also request the attendance of witnesses by submitting a list to the hearing officer at least three (3) business days before the hearing. The hearing officer may also request the presence of others who have personal knowledge of the alleged misconduct. A student who would like to have an advisor at the hearing must notify the Dean of Student Affairs, or designee, at least three (3) business days before the hearing. The student may confer with the advisor, but the advisor will not be allowed to address the judicial officer, any witnesses, or speak on behalf of the student. In addition, the advisor should keep the following in mind: The hearing process is not a court of law. It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an advisor to play a different and more limited role than in the court.
3. **Findings and Decision**—The hearing officer shall issue a decision and impose sanctions if warranted. The hearing officer reserves the right to postpone a decision if additional information is needed. The student will be notified of the decision within ten (10) business days after a decision has been made. A student found responsible for a violation of the Student Code of Conduct is entitled to an appeal and should follow the guidelines provided in the student handbook.
4. **Hearings by Mail**—The Dean of Student Affairs or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the Dean that the student cannot attend due to extenuating circumstances. In this instance, the hearing officer will contact the student via a certified letter within ten (10) business days of receipt of the incident report, and allow the student to respond to the charges within a reasonable time. The student can respond to the charges, either in written form or by scheduling a meeting by the deadline provided in the letter. If the student chooses not to respond or a response is provided in written form, a determination of responsibility will be made by the hearing officer based on the information provided. At that time, the hearing officer may impose appropriate sanctions.

The Dean of Student Affairs, or designee, shall have the power and jurisdiction to order any student to cease and desist from any activity that is judged disruptive to the institution's operation. If the student fails to cease and desist from such activity, the Dean of Student Affairs, or designee, after discussing the matter with the student, may immediately suspend the student for a period of time not to exceed ten (10) business days, pending a formal hearing.

Appeals should follow the procedures outlined in C, "Appeals for both Academic and Non-Academic Misconduct"

C. Appeals for both Academic and Non-Academic Misconduct

1. **Appeal to the Vice President of Academic Affairs**—The student may

appeal the initial hearing officer's decision to the Vice President of Academic Affairs by filing a written notice of appeal with the Vice President of Academic Affairs' Office within ten (10) business days after the date of issuance of the decision by the hearing officer. The student should cite specific reasons for the appeal. The Vice President of Academic Affairs shall review the record of the case, the appeal documents and other documentation and may affirm, reverse or modify the hearing decision. The Vice President, at his/her discretion, may meet with the student, faculty and/or appropriate Dean to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered.

2. Appeal to the Student Appeals Committee—The student may appeal the Vice President's decision to the Student Appeals Committee by filing a written notice of appeal to the Vice President of Academic Affairs, who will call the Committee together. The Committee shall have jurisdiction and authority to determine cause and recommend sanctions for all appeals referred to it by the Vice President of Academic Affairs. Membership shall consist of one student from Student Senate, one faculty member from the Student Concerns Committee, one member from the AMP group and a Chair appointed by the Vice President of Academic Affairs. The Chair will facilitate discussion, but will not cast a vote. A simple majority is sufficient to decide the issue. If any member of the Committee feels that his/her relationship with either the case or the individuals involved would affect his/her ability to render an impartial judgment, the member shall dismiss him/herself and an appropriate replacement shall be made by the Vice President of Academic Affairs.
 - a. Appeals Notice—A student shall be sent written notice of an appeals hearing by certified mail or personal delivery at least ten (10) business days prior to the date of the hearing.
 - b. Appeals Hearing Procedures—The student and the primary administrative officer/faculty member, if applicable, shall be afforded the opportunity to present evidence and argument on all issues involved. The following process shall apply in all appeals hearings before the Student Appeals Committee:
 - (1) Unless otherwise determined by the Student Appeals Committee, testimony shall be submitted in the following order: opening remarks by the Chair outlining the general nature of the case, how the proceeding will take place, and a verbal reading of the written report; testimony of the primary administrative officer/faculty member, if applicable; any other testimony submitted in support of the charges including witnesses; testimony by the student including witnesses; rebuttal testimony in support of the charges; rebuttal testimony submitted by the accused; and closing arguments.
 - (2) Any oral or documentary evidence may be presented.
 - (3) Members of the Committee are entitled to ask questions of any

participant in the hearing at any time. The student and the primary administrative officer/faculty member are entitled to question witnesses as directed by the Chair. Procedural questions and points of order are to be addressed to the Chair.

- (4) Rules of common courtesy and decency shall be observed at all times.
- (5) The standard of proof for the College shall be "substantial evidence," i.e., whether it is reasonable to conclude from evidence submitted that the student did commit the violation(s) for which he/she was charged.

The student and the primary administrative officer/faculty member are expected to be present at the hearing. If the student and/or the primary administrative officer/faculty member are not present, the Committee may choose to proceed with the hearing, if its members are satisfied that the student has been given notice of the hearing as provided for in this code; or the committee may choose to let the initial hearing prevail and dispense with a hearing. All hearings shall be closed.

A written or tape recorded record of the hearing shall be the responsibility of the College.

- c. Committee Recommendations—After hearing the appeal, the Committee shall make its findings and determinations in executive session out of the presence of the primary administrative officer/faculty member and the student charged. The Committee may decide as follows:

- (1) No cause for disciplinary action: No violation of this conduct code has been proven. In this case, no sanction may be imposed upon the student.
- (2) Cause for disciplinary action: There is substantial evidence that a violation of the conduct code has occurred. The Committee may recommend new or additional sanctions provided for in this code and/ or uphold the initial decision of the administrative/hearing officer/ faculty member and their sanctions.
- (3) No cause for disciplinary action, which results in a grade change for the student. In this instance, the upheld appeal will be remanded to the Vice President of Academic Affairs/Dean of Nursing and Health Sciences to determine the final grade. The respective Dean will prepare a Change of Grade Form and submit it to the Registrar. The stated reason for the change of grade will be "the recommendation of the Student Appeals Committee."

Within ten (10) business days, the Committee shall provide its findings and recommendations in writing to the respective Dean and the student charged with misconduct.

3. Appeal of the Student Appeals Committee Decision –The student may appeal the Committee's decision to the College President by filing a written notice of appeal with the President within ten (10) business days after the date of the Committee's decision has been rendered. The

President, at his/her discretion, may meet with the student to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered. Please see the NCMC Board Policy Manual, section 2.2.130 for any additional instructions.

4. **Status During Appeal**—The student's enrollment status shall remain unchanged pending the final decision in the matter, except in cases of emergency where the President or designee determines that the safety, health or general welfare of the student or other College parties are involved.

D. Records

The Office of the Dean of Student Affairs is the official custodian of all educational records involving nonacademic misconduct. The Office of the Vice President of Academic Affairs and/or Dean of Nursing and Health Sciences is the official custodian of all educational records involving academic misconduct.

1. **Academic Misconduct Records:** Student files containing record of an offense of such gravity to result in separation from the institution shall be permanent. Student files containing records of offenses that do not result in separation from the institution shall be destroyed after three years.
2. **Nonacademic Misconduct Records:** Student files must be kept for three years following the publication of the last annual campus security report to which they apply, typically seven years. Student files containing an offense(s) of such gravity to result in separation from the institution shall be permanent.

Emergency Evacuation Procedures

In the event of a tornado, fire or other emergency, students should follow the emergency procedures outlined for each building. The procedures are prominently posted in each College facility. It is the obligation of each student to be familiar with these procedures.

Rights & Regulations

Student Educational Records

Complete information and regulations governing records are available in the Office of Records & Enrollment. These regulations include the student right to:

1. Authorize in writing the disclosure to others of personally identifiable information from their educational records;
2. Challenge the accuracy of their educational records and request the College to amend them;
3. Refuse in writing to permit the designation of any or all categories of personally identifiable information as directory information available to the public;
4. File complaints with the Family Educational Rights and Privacy Act Office,

Department of Health and Human Services, 330 “C” Street, S.W., Washington, DC 20202, telephone (202) 245-0233

Disclosure of Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of any or all of the categories of “Directory Information” listed below.

Certain items of student information have been designated by North Central Missouri College as public or directory information. The college may provide the following information:

- Your name
- Address
- E-mail address
- Date and place of birth
- Major field of study
- Full- or part-time enrollment status
- Participation in official activities
- Sports-weight and height of an athletic team member
- Photograph
- Dates of attendance
- Degrees
- Awards received
- Most recent previous educational institution attended

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing, before the end of the published Add/Drop period, that he or she does not want the directory information released. Non-disclosure requests will remain in effect until rescinded in writing by the student.

Questions concerning the FERPA should be directed to the Registrar’s Office or the Dean of Student Affairs located in the Alexander Student Center.

Scholastic Standards

To maintain good standing, the student must achieve a grade point average (GPA) corresponding to the total hours attempted as follows:

0-14 hours: 1.50 GPA

30-44 hours: 1.83 GPA

15-29 hours: 1.66 GPA

45+ hours: 2.00 GPA

A student falling below these standards is placed on academic probation. At the end of the probationary period, the student may be subject to academic suspension unless significant progress has been achieved.

Class Attendance

Students are expected to attend all class sessions of the courses in which they are enrolled. Failure to participate or attend an enrolled class during the first six calendar days of a 4-week class or the first ten calendar days of an 8- or 16-week course will result in an administrative drop, possible reduction in financial aid

awarded, and an administrative fee of \$50.00 per class dropped. Each instructor may set standards relative to attendance as it pertains to being permitted to continue in the course, beyond the add/drop period, and the grade received. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully. Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date.

Before withdrawing or stopping attendance in classes, students should be aware of the proper withdrawal procedures and consequences as it relates to their financial aid. Information can be found in the Catalog and Student Handbook and through the student portal, myCOMPASS.

North Central Missouri College attendance policies include new federal financial aid regulations that became effective July 1, 2011.

If students fail to attend one or more of their classes, their financial aid may be reduced or canceled.

If students withdraw or stop attending all classes, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the appropriate Title IV program.

Missing Classes Due to College-Sponsored Event: Students attending college-sponsored events are excused from class and should not be counted absent. In this case, it is the student's responsibility to inform their instructor as to when they will miss class in advance of the event (1 week in advance if possible). If an assignment is due, the student must submit the work prior to the absence. If there is a quiz or test on the day of the absence, the student must make arrangements with the instructor to complete the work before the absence or at a time designated by the instructor.

Appeal Procedures

Students have the right to appeal decisions regarding admissions, credits transferred, course withdrawals, residency status, financial aid eligibility, discipline and other areas concerning admissions, registration, transcripts and College policies. See the Academic Catalog for guidelines or contact the Dean of Student Affairs.

Non-Discrimination Policy

NCMC is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, ancestry, gender identity or expression, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, other applicable statutes and college policy. Sexual harassment, to include sexual violence, is a form of sex discrimination and is prohibited. Inquiries concerning these statutes and nondiscrimination policies should be referred to the College President, Dr. Lenny Klaver, Frey Administrative Center, 1301 Main Street, phone extension 1200, or lkklaver@mail.ncmissouri.edu. Click here for information on [HOW TO REPORT AN INCIDENT](#).

Involuntary Administrative Withdrawal

A student may be subject to involuntary administrative withdrawal from the College or from College housing if it is determined that the student:

- a. Engages in or threatens to engage in behavior that poses a danger of causing physical harm to self or others, or
- b. Engages or threatens to engage in behavior that would cause significant property damage or directly and substantially impedes the lawful activity of others engaged in pursuits relating to the mission of the institution.

These standards do not preclude removal from College housing in accordance with the residence hall occupancy agreement or other College rules and regulations.

Immunization Recommendations

North Central Missouri College encourages all college students to follow the American College Health Association recommendations for immunization, which can be found at www.acha.org. We also advise that you check with your current health care provider or local public Health Department for their specific recommendations. Students living on- campus are required by Missouri State Law to be informed about meningococcal disease and the benefits of vaccination.

Crime Awareness & Campus Security Report

The security of all members of the campus community is of vital concern to North Central Missouri College. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security, campus disciplinary procedures, and campus crime statistics for the most recent three- year period can be found online at <http://www.ncmissouri.edu> under Services/Public Safety Report or may be requested from the Dean of Student Affairs, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-3948, Ext. 1400.

Prohibition of Harassment

Harassment is prohibited, whether on the basis of race, color, religion, sex, national origin, age, physical handicap, marital status or veteran status. Harassment is defined as conduct that unreasonably interferes with an employee or student's status or performance by creating an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined as unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Any student believing that he or she has been aggrieved may bring a complaint under this procedure to the Dean of Student Affairs. Copies of the College's Sexual Harassment policy are available from Student Affairs.

Drug Policy

The manufacture, distribution, sale, possession or use of marijuana, narcotics, controlled substances, intoxication substances including alcohol, or dangerous drugs on campus or at college-approved events off campus is strictly prohibited. Disciplinary sanctions for students found responsible through institutional

disciplinary procedures or convicted of an offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs will face disciplinary sanctions, which may include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution.

Alcoholic Beverages

Students are expected to comply with local and state laws pertaining to alcoholic beverages. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. The manufacture, distribution, sale, possession, use or transportation of alcoholic beverages by any student on campus or at college-approved events off campus shall be strictly prohibited. No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a college-approved event off campus.

Tobacco Usage

Tobacco usage is prohibited at NCMC.

Enforcement of Tobacco Usage Policy

1. The monitoring and enforcement of tobacco usage regulations are the responsibility of every employee, faculty member and student. It will be the responsibility of every employee, faculty member and student to politely bring this tobacco usage policy to the attention of persons observed violating the regulations.
2. Faculty, staff and students refusing to abide by these policies should be reported to their Dean or immediate supervisor for appropriate action. Anyone violating this policy shall be subject to the applicable disciplinary procedures as stated in the Faculty, Student and Classified Employees Regulations.
3. Visitors in violation of this policy should be politely informed of this fact; if they persist, they may be reported to an appropriate official.

Firearms

Except for licensed/accredited police officers, no person shall possess or carry any firearm, visible or concealed, on College property (including college buildings, grounds, leased or owned by the College, College athletic fields, and parking lots, or in any College van or vehicle, or at College-sponsored activities. Firearms for use in artistic expression, academic endeavors, ceremonial purposes, or other purposes related to the College's mission may be allowed with prior approval by the College President.

Hazing

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the College. This includes, but is not limited to, beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others, or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.

For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation of admission into a registered College organization shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

College registered student organizations are prohibited from hazing in any form both on and off campus. Every student organization must include the Hazing Policy in its constitution. Any violation of this policy should be reported to the Dean of Student Affairs.

Parking Regulations

The College has several parking lots for students, faculty and staff. Space available in the College parking lots is limited and is provided on a first-come, first-served basis. In order to operate efficiently, these regulations are observed and enforced:

1. Only vehicles displaying special handicapped status license plates or tags may be parked in areas reserved for handicapped persons.
2. Do not park in driveways or turn rows.
3. Illegally parked vehicles on public property are subject to ticketing and towing.

On campus, vehicles found improperly parked or abandoned are subject to towing and restriction from campus, if repeated offenses occur. Parking tickets are to be paid in the Cashier Office in the Alexander Student Center.

Electronic Information Systems Use Policy

It is the policy of North Central Missouri College to maintain access to local, national, and international sources of information and provide an atmosphere that encourages free exchange of ideas and promote learning. Use of the College's electronic information systems is a privilege and not a right. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and comply with all relevant laws, College policies and procedures, and contractual agreements.

Network Definition

The College network is defined to include any and all computer and electronic based communication facilities (voice, data, and video) and/or equipment which are owned or operated under the supervision of North Central Missouri College.

Criminal or Illegal Acts

Electronic information systems of the College which include hardware, software, and network environment, shall not be used for illegal or criminal activities. Such activities may involve, but are not limited to, unauthorized access, intentional corruption or misuse of resources, theft, defamation, obscenity, pornography, child pornography, and harassment based upon ethnicity, disability, age, religion, or sex. The College will cooperate with all branches of law enforcement (local, state, federal, or international) in investigations of a criminal nature by making available transmissions and files within the College's network.

Copyright Law

North Central Missouri College treats copyright infringement very seriously. It is

illegal to violate the copyright law, including downloading or sharing music and videos without permission from the copyright owner. Copyright owners have begun using software to aggressively search for people who are providing copyrighted materials to others over the Internet without the copyright owner's permission.

Acceptable and Unacceptable Uses

Acceptable and unacceptable uses of College electronic information systems are outlined below.

Note: this list is not all inclusive.

Acceptable Uses

- A means for authorized users to have legitimate access to email, network resources, and/or Internet access
- Any use necessary to complete research or coursework assigned to a College employee or student
- Communication for professional development
- Other administrative and/or academic communications or activities in direct support of College projects and missions
- Limited personal use may be allowed when such use meets the following criteria: it does not interfere with College operations, it does not compromise the functioning of the College network and computing resources, it does not interfere with the user's employment or other obligations to the College, and it does not violate any other laws, regulations, or College policy.

Unacceptable Uses

- Any commercial or for-profit use
- Attempting to gain or gaining unauthorized access to the computer system or files of another
- Including use of another individual's identification, network, email or other College-based account and/or related passwords
- Any use that causes unauthorized network disruption, system failure, or data corruption
- Any use related to achieving, enabling, or hiding unauthorized access to network resources, College-owned software, or other information belonging to North Central Missouri College
- Unauthorized or excessive personal use
- Use of computing facilities or network resources to send obscene, harassing, abusive, or threatening messages or computer viruses or worms
- Use of all peer to peer file sharing

User Responsibility and Account Ownership

Users may not allow other individuals to use their College-assigned network, email, or other College-based account. Employees and students are individually responsible and accountable for the proper use of their assigned accounts. Users should take proper security measures to ensure the integrity of their accounts and should also report any notice of unauthorized access. All network shares on individual's computers must be properly password protected. The college will use

email to communicate important information, so all users are encouraged to check their email on a regular basis.

Additional Policies

North Central Missouri College is required by contract with MOREnet to abide by and therefore enforce their policies and procedures. For more information about MOREnet's policies, procedures, and security measures, visit the following website: <http://www.more.net/?q=content/service-policies>.

User Conduct and Sanctions

Abuse of the College's electronic information system or violation of any local, state, or federal telecommunication law or regulation, or College policy, is not allowed and may subject the individual to criminal, civil, and institutional penalties and liabilities. Penalties for violation of college policies including unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted material using the College's information technology system can include, but not be limited to, loss of all College computer network privileges, probation, suspension from the College, and/or referral to law enforcement for prosecution, including criminal or civil action. Employees can also be subject to termination.

Penalties for violation of federal copyright laws and copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, visit the US Copyright Office at: www.copyright.gov/.

Student Organization Compliance

The College has determined that the use of alcohol, marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare and academic achievement of students enrolled in the College. Therefore, all student organizations that are affiliated with, recognized by or which use the facilities under the jurisdiction of the College, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

Any such student organization, which through its officers, agents or responsible members knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of alcohol, marijuana, controlled substances or other illegal or dangerous drugs at any affair, function or activity of such student organization, social or otherwise, is hereby declared to be in violation of the College regulations and may have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, may be barred from campus for at least one calendar year from the date of determination of guilt. Such organization may also be prohibited from using any property or facilities of the institution for a period of at least one year.

An appeal shall not defer the effective date of the adverse action against the student organization pending the review unless so directed. Organizational discipline does not preclude disciplinary sanctions that may be imposed on an individual.

Student-Faculty Public Expression & Assembly on Campus

The freedoms of speech and assembly guaranteed by the United States and Missouri Constitutions shall be enjoyed by the students and faculty of North Central Missouri College, which respects the opportunity to exercise public expression and assembly. However, such expressions and assemblies cannot interfere with the lawful and academic missions of North Central Missouri College. Questions regarding assembly and expression on the NCMC campus should be directed to the President's office (Ext 1203).

Student Distribution of Written Materials

Written materials may be distributed by College students on the campus, either individually or as officials of registered student organizations, pursuant to the following regulations.

1. Distributors are subject to the Code of Student Conduct, as well as local, state and federal laws.
2. Materials distributed must identify the author or publisher and, when necessary for clarification, a statement disclaiming College sponsorship.
3. Materials should be posted on bulletin boards; posting in other locations requires approval of the Office of Student Affairs. The College reserves the right to remove inappropriate materials.
4. This policy does not apply to officially printed materials of the College.

Selling, Advertising & Soliciting

Only registered student organizations may engage in fund-raising activities to sell products, publications or services and to collect donations. Prior written approval for such projects must be obtained from the Dean of Student Affairs in accordance with the following regulations:

1. Before approval is granted, the student organization must submit in writing to the Dean of Student Affairs a description of the proposed project including purpose, schedule of events and financial plans.
2. The student organization must keep accurate financial records and provide to the College, upon request, a full and complete accounting.
3. Fund-raising projects must be conducted in a lawful manner and in compliance with College regulations. State law prohibits raffles and lotteries. Non-college personnel shall not engage in selling, advertising or soliciting on campus unless approved by the President.

Right to Revise & Student Responsibility

NCMC reserves the right to make such changes as deemed necessary in its policies, procedures and regulations including the Student Handbook. The most current policy will be available on the College's website <http://www.ncmissouri.edu>. Each student is responsible for the information contained in the handbook. Failure to read the regulations will not be considered a valid reason for noncompliance.

Board of Trustees

| | |
|-------------------------------|-------------|
| Robert Maloney, President | 2012 – 2018 |
| Don Dalrymple, Vice President | 2012 - 2018 |
| Steve Busch | 2014 - 2020 |
| Chris Hoffman | 2016 - 2022 |
| Dr. John L. Holcomb | 2014 - 2020 |
| Diane Lowrey | 2016 - 2022 |

NCMC Emeriti

Emeritus Awarded

| | |
|--|------|
| E.D. Geyer, Dean Emeritus, deceased | 1989 |
| Louis Pushkarsky, Professor Emeritus, deceased | 1989 |
| Tom Brown, Professor Emeritus | 1990 |
| Bill Ausmus, Dean Emeritus | 1990 |
| C.F. Russell, Counselor Emeritus, deceased | 1990 |
| Gean Porter, Dean Emeritus, deceased | 1991 |
| Gloria Carpenter, Dean Emeritus | 1992 |
| Carolyn Smith, Professor Emeritus, deceased | 1995 |
| Phillip Schlarb, Professor/Associate Dean Emeritus | 2000 |
| Fred Arthaud, Professor Emeritus | 2002 |
| Don Dalrymple, Professor Emeritus | 2003 |
| Bill Hinkebein, Professor Emeritus | 2003 |
| Bill Oesterling, Professor Emeritus, deceased | 2003 |
| Vicki Wheeler, Professor Emeritus, deceased | 2006 |
| Jack Smith, Professor Emeritus | 2007 |
| Pam Sager, Professor Emeritus | 2009 |
| Ginny Wikoff, Counselor Emeritus | 2010 |
| Joyce Cutsinger, Professor Emeritus | 2012 |
| Marian Goodin, Professor Emeritus | 2012 |
| Sharon Barnett, Vice President Emeritus | 2013 |
| Eddie Koenig, Professor Emeritus | 2014 |
| Janet Vanderpool, Dean Emeritus | 2015 |
| Melody Shipley, Professor Emeritus | 2016 |

Administration

Dr. Lenny Klaver - President

A.A. Iowa Central Community College, B.A. Wayne State College, M.S. Wayne State College, Ed.D. University of Northern Colorado

Tyson Otto - Chief Financial Officer

A.A. North Central Missouri College, B.S. Missouri Western State University, M.B.A. Park University

Dr. Kristen Alley - Dean of Student Affairs

B.A. University of Nebraska-Lincoln, M.A. & Ed.D. University of Missouri-Columbia

Brooke McAtee - Dean of Nursing and Health Sciences

BSN University of Missouri – Columbia, M.S.N. University of Phoenix

Dr. Sharon Weiser - Dean of Extended Campus

B.S. Missouri Western State University, M.A. University of Missouri-Kansas City, Ed.D. University of Missouri - Columbia

Full-Time Faculty

Dr. Johannah Baugher Education

M.S. Ed. Northwest Missouri State University; Ed. D. University of Missouri-Columbia

Sarah Bird Business Management

B.S. University of Tennessee, M.S. Northwest Missouri State University

Dr. Beth Caldarello Librarian

B.S. Truman State University, M.L.S. University of Central Missouri
Ed.D. St. Louis University

Kelly Claycomb Nursing

B.S.N. Missouri Western State University, M.S.N. Western Governors University

Cory Cooksey.....Business & Information Technology

B.S. University of Missouri Science & Technology, M-IT American InterContinental University

Ronda CoppleAccounting

A.A.S. North Central Missouri College, B.S. University of Missouri-Columbia, M.S. William Woods University

Missie Cotton..... Business Technology

B.S., M.S. Ed. Northwest Missouri State University

Linda Cowling English

B.A., M.A.T. University of Iowa

Beth Crawford..... Nursing

Diploma Burge School of Nursing, B.S.N. Evangel University, M.Ed. Drury Univ.

Jennifer Croy.....Mathematics & Athletics
B.S. Pittsburg State University, M.S. William Wood University

Jack Green.....Agriculture & Natural Resources
B.S. Northwest Missouri State University, M.S. William Woods University

Jeff Grell.....Chemistry/Physics
B.S. University of California Berkeley, M.S. University of California Los Angeles

Amy Guthrie.....English
B.S. & M.S. Ed. Truman State University

Maryellen Harman.....History
B.A. & M.A. Ed. Truman State University

Rustin Jumps.....Agriculture & Natural Resources
B.S. University of Missouri-Columbia; M. Ed., Ed. S. William Woods University

Susan Nichols.....Nursing
A.A.S. Iowa Central Community College, B.S.N. Northwest Missouri State University

Jim Norris.....Art
B.S., M.A. University of Central Missouri

Traci Norris.....Mathematics
B.S. Northwest Missouri State University, M. Ed. William Woods, University

Dr. Lindsay Oram.....Psychology
B.S. University of Missouri-Columbia, Master of Education Stephens College, M.A. University of Missouri Columbia, Doctor of Philosophy – University of Missouri – Columbia

Brittany Page.....English
B.A., M.A. New Mexico State University

Jaime Pittman.....Nursing
A.A.S. North Central Mo. College, B.S.N. Western Governors University, M.S.N. Western Governors University

Steve Richman.....Physical Education/Athletic Director
B.A. Graceland College, M.S. William Woods University

Dr. Sterling Recker.....Political Science/Sociology
Ph.D. University of Mo.-St. Louis

Dennis Sager.....Life Science
A.A. Trenton Junior College, B.S. Northwest Missouri State University, M.Ed. William Woods University

Lisa Schilling.....Nursing
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