

**An extension was filed. The
2008-2009 College Catalog was
also used for the 2009-2010
school year.**



PLATT COLLEGE

2008-2009 Catalog



Experience the Platt Difference



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Aurora, Colorado 80014

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Visit us 24/7 on the Web at www.plattcolorado.edu

Experience the Platt Difference



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Accrediting Commission

Platt College is an accredited member of the Accrediting Commission of Career Schools and Colleges of Technology (ACCST).

ACCST
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703)-247-4212
(703)-247-4533 (fax)
www.accst.org

Affiliations

Approved and regulated by:

The Colorado Department of Higher Education, Private Occupational School Board

The College's Nursing and Graphic Arts Bachelor Degree Programs are recognized by the Colorado Commission of Higher Education (CCHE)

Approved by:

The Colorado State Board of Nursing (BSN program)

The United States Department of Justice, Immigration and Naturalization Service, for the education of non-immigrant students

Approved for:

Educating veterans and eligible persons

The requirements of federal or state laws regarding student financial assistance

Member of:

Colorado Association of Career Colleges and Schools, Training Assurance Foundation,

Printing and Imaging Associate/Mountain States

Administrative Staff

Jerald B. Sirbu
President

Dr. Julie Basler
Vice President of Academic Affairs

Dr. Kathleen Gutierrez
Dean of Nursing

Hollie C. Campanella
Associate Dean of Nursing

Kim Adamache
Director of Financial Services/ MIS

Margie Rose
Director of Financial Aid/Registrar

Gina Ross
Academic Support and Career Services

Joni Aaron-Horton
Senior Admission Coordinator

Barbara Jones
BSN Administrative Coordinator

Laura Cullerton
Information Specialist

Amy Spagnola
Library Assistant

Sheila A. Sirbu
Communications Liaison

President's Welcome

Our top priority at Platt College is meeting the needs of today's diverse student body. We are a college dedicated above all else to your success. We recognize that gaining access to Platt College is just the beginning. At Platt College we believe that everyone who has a goal and is willing to work hard to achieve that goal should be given the opportunity to succeed through the availability of high quality accessible education.

An integral part of our mission is to provide a vibrant environment that enhances student-centered learning opportunities. At the same time, we are thinking for the future: about our hopes for you, our commitment to our alumni and community, and our advancing curriculum and instruction.

Publicly, we invite prospective students to come and *Experience the Platt Difference*. It is this difference that makes Platt College a strong private institution of higher learning with a rich history. We are continually developing new and creative ways to help you succeed at any stage in your life. At Platt College, our faculty and staff have a continuous commitment to quality education, personal growth, and an endeavor to meet the diverse, professional employment and educational needs of our service area.

On behalf of the faculty and staff, thank you for choosing Platt College.

Sincerely,

Gerald B. Sirbu

President



Welcome to Platt College
Experience the Platt Difference

History of Platt College

- 1879-Platt College originates in Missouri
- 1980-the San Diego campus is founded, with emphasis in Drafting, Floral Design, Travel/Tourism and Production Art (*the Denver school was originally a branch campus of the San Diego school*)
- 1986-the Denver Extension is founded with the intent of emphasizing Business Technology in addition to Floral Design and Production Art
- 1987-Graphic Design is added
- 1989-Computer Graphics is added
- 1990-the American Education Development Corporation purchases the College
- 1991-Associate of Applied Science Degree programs are added
- 1992- Electronic Prepress Technology is introduced, followed by an Associate of Occupational Studies Degree in Advanced Computer Graphic Design
- 1996-the Graphic Arts Industry continued its evolution toward digital output when advanced programs were introduced emphasizing Interactive Multimedia Graphics and Webpage Design
- 1997-Bachelor of Arts Degree Programs with specialization in the Graphic Arts and Advertising were added to the programs
- 2000-Information Technology Networking and Website Design are added as vital components of the

program balance

- 2005-the Bachelor of Science in Nursing is developed

Certification

Certified as true and correct in context and policy.
Jerald B. Sirbu, President

January 1, 2008

2008-2009 Catalog: Volume 1, Number IX

Effective January 1, 2008

Degrees

Associate of Applied Science Degree Programs

Advanced Computer Graphic Design for Print
Advanced Interactive Computer Graphic Design
Interactive Web Site Design

Bachelor of Arts Degree Programs

Advanced Interactive Computer Graphic Design
Advertising Graphic Design
Computer Graphic Design

Bachelor of Science Degree Program

Nursing

Legal Description

The college is owned by the American Education Development Corporation doing business as Platt College and incorporated under the laws of the State of Colorado. American Education Development Corporation assumes full responsibility for the educational agreements between the college and the students. Corporate officers: Jerald B. Sirbu, President/Treasurer and Sheila A. Sirbu, Vice President/Secretary.

General Information

Vision

Platt College is dedicated to academic excellence, personal and professional ethics, integrity, and growth in an environment of mutual respect and diversity that meets the needs of a changing global environment.

Core Values

At Platt College, we place high value on:

- Excellence in the Learning Process
- Personal Development
- Community
- Ethics and Integrity
- Diversity

Statement of Mission

Platt College offers quality undergraduate education and provides graduates with competencies, skills and levels of education for employment and continued success in higher education. While fostering life-long learning individuals and communities, we pledge to support and encourage intellectual growth by offering smaller, interactive classes taught by highly educated professionals, by providing student and alumni support and career services to assist in instruction and employment opportunities, and by offering technological and creative endeavors that enhance student-centered learning opportunities.

In fulfilling its mission, Platt College pursues engagement in teaching, learning, scholarship and service for faculty, staff, and students.

Platt College provides associate and baccalaureate degrees with an emphasis in educating individuals in the College's service area of metro Denver. The College fosters an environment conducive to learning and personal growth.

Platt College supports the professional development of faculty and staff and is committed to maintaining a work environment that promotes diversity without regard to race, gender, sexual orientation, religion, national origin, age, disability, or veteran status.

Institutional Outcomes

- To build skills for advanced life-long learning.
- To expose students to the mainstream of thought and interpretation, humanities, sciences, mathematics, social sciences, nursing, communication and the arts.
- To integrate learning in ways that cultivate the student's broad understanding and ability to think about a large and complex subject, formulate and analyze valid concepts, solve problems and clarify values.
- To prepare individuals for their roles as effective citizens in a changing and complex society.

Limitations and Reservations

Platt College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules

and regulations affecting students. These changes will govern current and formerly enrolled students and will become effective whenever determined by the College. Enrollment of all students is subject to these conditions.

The course offerings and requirements of the College are continually under examination and revision. This catalog presents course offerings and requirements in effect at the time of publication but does not guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the College.

Platt College provides the opportunity for students to increase their knowledge by providing programs of instruction through faculty who, in the opinion of the College, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. The College does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific skills or knowledge or will be able to successfully sit for, pass, or complete any specific examination for any course, degree, or license.

Every effort is made to provide excellence in education. In order to be current with technology, Platt College maintains the right to revise, at any time, and without prior notice, the programs of study, courses, hours, academic calendars, policies, faculty,

regulations, or tuition and fees as circumstances may require. In no case will the tuition and fees be greater than the contract amount.

Students will be notified in an addendum as changes, additions, or deletions occur to the current catalog, college policies and curricula. Current information about offerings and requirements are available in the Admissions Office.

Misrepresentation of Academic Credentials

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false, and with the intent to secure employment at or admission to an institution of higher education, represents, orally or in writing that such a person:

1. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education.
2. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
3. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

Nondiscrimination

Platt College does not discriminate on the basis of gender, sexual orientation, race, color, religion, age, mental or physical disability, veteran status or national origin in educational and employment opportunities, and is committed to the education of a non-racially identifiable student body. Platt College complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the institution shall promote equal opportunity and treatment through a positive and continuing Affirmative Action Program.

Disabilities are defined as mental and/or physical impairments which substantially limit one or more of the person's major life activities, and which necessitate modifications to the facilities, programs, or services of the students in accordance with law and to creating full accessibility to campus facilities. Platt College cannot, however, make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs.

Qualifying students need to contact the Academic Support and Career Services Coordinator at the beginning of their program to ensure that the student benefits from the maximum assistance possible. Medical documentation of the disability and the

requested accommodations must be presented in writing at that time of enrollment.

Facilities

The impact that rapid advances in technology are having in the healthcare and graphic arts industries today demand that students be educated to understand the purpose, value and function of the new automated equipment.

The Electronic Prepress Lab incorporates Macintosh computers with a color scanner, transparency densitometer, light table, laser printer, color printer and large screen monitor.

The Computer Graphics and Desktop Publishing Labs contain networked Macintosh computers with high resolution color monitors, scanners and laser printers.

The Multimedia and Web Design Labs include Macintosh and Pentium computers, removable hard drives, CD-ROM and DVD drives, CD-R recorder, scanner, laser printer, video digitizing system, DV camera, lighting and sound recording equipment.

Most classrooms are equipped with up-to-date media equipment which may include video recording and presentation equipment. Overhead projectors are also provided.

The Nursing Labs include patient centered care equipment, training mannequins, human simulators, health assessment technology and computer based instruction modules.

A student lounge is provided for use as a study center and a place for dining between classes.

The facility, located on the first and second floors, has elevator service and is fully accessible to the disabled.

Ample complimentary parking is provided.

Individual class sizes fall within a range of 10 to 35 students, depending on the nature of the class and the subject being offered.

Supervised laboratories operate with an approximate ratio of one instructor per 20 students. The maximum number of students in a classroom or laboratory setting of instruction is 35.

Learning Resource Center Resources and Services

The Learning Resource Center staff provides outstanding resources and professional technical skills to users, collaborates with faculty and students in individual and group settings, and assists with the instruction of critical thinking skills for lifelong learning.

The Learning Resource Center is staffed with one full time professional with a master's degree in library and information science and one part time library assistant. We provide research assistance from 8am – 7pm Monday through Thursday and 8am – 5pm on Friday. We have seven computers, two printers, one copy machine and six quiet study desks in the learning resource center.

Electronic Databases

Our electronic databases enable our users to access electronic resources 24 hours a day, 7 days a week. Our databases are resources for the academic, nursing and graphic arts faculty, students and administration. They include:

Nursing

CINAHL Plus with Full Text -- CINAHL Plus with Full text is the world's most comprehensive nursing & allied health research database, providing full text for more than 750 journals indexed in CINAHL. The database also provides full text for more than 220 books/monographs. This is the definitive research tool for all areas of nursing and allied health literature.

Nursing and Allied Health Collection: Basic Edition -- Provides full text access to nearly 100 journals; covering the areas of nursing, biomedicine, health sciences, consumer health and allied health disciplines.

Biomedical Reference Collection: Basic Edition -- Provides access to more than 100 full text journals covering such disciplines as clinical medicine, dentistry, veterinary medicine, pre-clinical sciences and the health care system.

Consumer Health Complete -- The single most comprehensive resource for consumer-oriented health content. It is designed to support patients' information needs and foster an overall understanding of health-related topics. This full text database covers topics such as aging, cancer, diabetes, drugs & alcohol, fitness, nutrition & dietetics, children's health, men & women's health, etc.

Full text (PDF) information dates as far back as 1946.

Academic

Academic Search Premier -- A scholarly, multi-disciplinary, full text database which contains the full text for nearly 4,500 scholarly publications. Includes PDF images for most journals. Journals are included for social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies, etc.

Business Source Premier -- A database that contains 2,300 full text scholarly journals and business periodicals covering management, economics, finance, accounting, international business, etc., as well as country economic reports. Includes PDF images for the great majority of journals. Country reports, market research reports, industry reports and over 10,000 company profiles are also included.

Corporate ResourceNet -- Contains full-text articles from over 1,200 quality magazines and journals and contains 1,100 primary source documents.

Agricola -- An index to over 2.5 million agricultural citations and some full text from journals, monographs, software, AV, etc.
EBSCO Animals -- Provides thousands of easy-to-read entries about mammals, birds, reptiles, amphibians, fish, dinosaurs and prehistoric animals.

ERIC -- Index and abstracting service of professional education materials. Includes full text from over 1,000 education-related journals.

Fuente Academica -- Offers full text from 260 scholarly Spanish language journals across many academic areas.

History Reference Center -- The world's most comprehensive full text history reference database designed for secondary schools, public libraries, junior/community colleges, and undergraduate research. The database features full text for more than 2,000 reference books, encyclopedias and non-fiction books from leading history publishers.

Literary Reference Center -- A comprehensive database that provides users with a broad spectrum of information on thousands of authors and their works across literary disciplines and timeframes. It has been specifically designed for public libraries, secondary schools, junior/community colleges, and undergraduate research. Literary Reference Center is a full text database that combines information from major respected reference works, books, literary journals as well as original content from EBSCO.

MedicLatina -- Spanish language collection of medical research and investigative journals with full text for nearly 100 journals.

MAS Ultra - School Edition -- Specifically designed for high school students with full text of 500 periodicals, 350 reference books, 100,000 primary source documents, 84,700 biographies - plus over 235,000 photos, maps, and flags.

MasterFILE Premier -- Designed specifically for public libraries, MasterFILE Premier contains full text for more than 1,750 periodicals covering general reference,

business, health, education, general science, multicultural issues and much more. This database also contains full text for nearly 500 reference books, 85,827 biographies, 105,789 primary source documents, and an Image Collection of 285,912 photos, maps & flags.

Middle Search Plus -- For middle and junior high school students, with 140 full text titles (with Lexile reading level), as well as historical essays, 84,700 biographies, over 235,000 images, and 100,000 primary source documents.

Newspaper Source -- Selected full text from 25 national and 260 regional US newspapers including the Denver Post, Greeley Tribune and Pueblo Chieftain, and transcripts from TV and radio news.

NoveList -- A readers' advisory service, provides access to 155,000 fiction titles and offers a wide range of feature content that will expand the ability to serve fiction readers of all ages and increase the reach of the library's program including author read-alikes, book discussion guides, reading lists and more.

Points of View Reference Center -- A full-text database designed to provide students with a series of essays that present multiple sides of a current issue. The database provides 200 topics, each with an overview (objective background/description), point (argument) and counterpoint (opposing argument). Topics covered include: affirmative action, cloning, DNA profiling, HIV/AIDS status disclosure, immigration, Iraq, Israel & the Palestinians, Katrina and FEMA response, nuclear proliferation, separation of church and state, standardized testing, stem cell

research, tax cuts, voting machines, and many more.

Primary Search -- Includes Searchasaurus interface plus full text of 70 periodicals (with Lexile reading level), plus encyclopedias, a dictionary and other reference books.

Professional Development Collection -- Full text of 520 professional education journals and over 200 educational reports.

Regional Business News -- Provides full text for more than 50 regional business publications (including titles from Crain Communications).

Science Reference Center -- A comprehensive research database that provides easy access to a multitude of full text science-oriented content. Designed to meet every student's science research needs, Science Reference Center contains full text for hundreds of science encyclopedias, reference books, periodicals, and other sources. Topics covered include: biology, chemistry, earth & space science, environmental science, health & medicine, history of science, life science, physics, science & society, science as inquiry, scientists, technology and wildlife.

TopicSearch -- Over 139,800 articles on current events topics like aging, crime, drugs, energy, health, human rights and world affairs, from over 4,800 sources, with 1,650 full text periodicals.

Graphic Arts

Image Collection -- 293,480 worldly images relating to people, natural science, places, history, maps and flags.

Print Resources

The Learning Resource Center is a well-established academic library with hundreds of books on various subjects. We also resource share with other Colorado libraries and resources are delivered to Platt College for convenience to faculty, students and administration.

Current graphic arts print journals are located in the Learning Resource Center.

Education

Classroom instruction is provided to student, faculty, and staff in database searches as well as individual training on various subjects.

Enrollment Services

Platt College offers different opportunities for education. The minimum requirement for admission is an entrance evaluation and that the individual is a high school graduate. The General Education Development Test (GED) or an accredited home study course may substitute for a high school diploma. Acceptance is based upon the evaluation of the high school record, where appropriate, and entrance evaluation results.

Enrollment in a particular program of study may depend on minimum competency standards. Some programs have mandatory proficiency standards. An admissions coordinator can explain competency and proficiency standards applicable to each program. All applications must be submitted and approved before individuals may take part in assessment, advising and registration.

Individuals may receive more information about the programs at Platt College via the web at www.plattcolorado.edu, by a campus visit, or by contacting an admissions coordinator.

Veterans

Individuals who qualify for educational benefits through the Veterans Administration must submit a listing of previous education and training as part of the admission process. Ask your Admissions Coordinator for the form entitled, "Previous Education and Training." The college maintains a file for each veteran and/or eligible person which includes the following:

- Written record of previous education and training.
- Record of the credit allowed for previous education and training. The enrollment period will be shortened to account for credit allowed. This information will be submitted to the Department of Veterans Affairs as required.
- Each course enrolled in by term.
- Final result of each course enrolled in by term i.e. passed, failed, incomplete, withdrawal.
- Record of any enrollment in course from which there was a withdrawal.
- Record of any withdrawals including the last date of attendance.

- The attendance of the eligible person in non-degree courses.
- The computation of the grade point average (GPA) of Veterans and eligible persons will be based on ALL courses attempted.

Information for International Students

Platt College is authorized by law to enroll non-immigrant, alien students in its programs.

Upon receipt of the applicant's enrollment agreement, proof of English competency, a high school (or equivalent) transcript (with definition of grading scale), meeting all pertinent requirements of the U.S.

Department of Homeland Security and the successful completion of the school's admission test, the school will advise the applicant of acceptance or non-acceptance. The enrollment agreement must be submitted to the Admissions Department at least 120 days prior to the selected starting date. It is unlikely that immigration authorities will grant foreign students permission to be employed while active in school. Therefore, international students must provide documentation to prove that sufficient funds are available to cover all tuition, fee, supplies, and living costs prior to acceptance.

Transferring Credit to Platt College

Transfer credit may be granted for courses completed at accredited institutions of higher education approved by the US Department of Education. Platt College will accept transfer credit only from accredited post-secondary institutions. Transfer credit may be accepted from other institutions approved by the

Division of Private Occupational Schools, Department of Higher Education, in accordance with any agreements between Platt College and those institutions.

Decisions concerning transfer credit are based on (1) equivalence of course content and level of instruction to that provided by Platt College and (2) appropriateness and applicability of credit to the student's program at Platt College.

When transferring to Platt College, contact the Director of Financial Aid/Registrar for transcript evaluation (*See Transfer Credit Policy*). The Vice President of Academic Affairs has the final decision on issuance of all transfer credit.

Once students are admitted to Platt College, official transcripts are evaluated and transfer credit is reviewed. Unofficial transcripts may be used for advising and course selection but are not acceptable for full admission and transfer of credit. All transfer credit must be submitted for review during the first two quarters of the program. Courses that are not offered as part of the program requirement will not be accepted as transfer credit. Transfer credit submitted after a student's completion of the first two quarters will not be reviewed nor will transfer credit be awarded. The student will be contacted in regards to the outcome of the transcript evaluation. The maximum transfer credit awarded cannot exceed 50% of the quarter credit hours of the total program requirement. Transfer credit will not be given after a student is enrolled in an equivalent course.

- **General Education Courses**

Only general education course grades of "C" or higher that are eight (8) years or less from the date of completion will be accepted for transfer credit from an institution approved by the US Department of Education.

- **Cognates Courses (Sciences)**

Cognate courses at Platt College are defined as courses offered in the science discipline. The purpose of cognate courses is to provide a student with more diverse perspectives in interdisciplinary fields. Only cognate course grades of "B" or higher that are five (5) years or less from the date of completion will be accepted for transfer credit from an institution approved by the US Department of Education.

- **Nursing Courses**

Only nursing course grades of "B" or higher that are five (5) years or less from the date of completion will be accepted for transfer credit from an institution approved by the US Department of Education.

- **Graphic Arts Courses**

Only graphic arts course grades of "C" or higher that are five (5) years or less from the date of completion will be accepted for transfer credit from an institution approved by the US Department of Education.

Platt College uses quarter hours; however it is possible to convert semester hours into quarter hours. For example, if a student has earned 24 semester hour credits with a grade of "B" and above in each class and the credits are eight (8) years or less from the date of completion, then the hour credits could be converted by multiplying 24 by a factor of 1.5- equaling 36 quarter hour credits.

External Credit Policy

Possible sources of external credit include (1) credit by examination, (2) military service/armed services schools, and (3) high school Tech Prep programs.

To receive external credit, the following conditions must be met:

1. Applicants must not have attempted nor received college credit in similar titled courses for which credit is awarded.
2. Credit is awarded only in areas offered within the current curriculum of the College and related to the student's educational program.
3. Credit is awarded only for those learning experiences in which it can be documented that the outcomes for specific courses in an approved degree program have been met.

Quarter hours of credit toward graduation are awarded on the basis of these conditions, but grades or quality points are not awarded. These credits will not affect the academic grade point average.

Transfer of external credit to other institutions is at the discretion of the receiving institution.

Platt College reserves the right to evaluate all credits. In the event that course work is found to be obsolete, you may be required to update the credit. Course content should be similar to those courses offered at Platt College.

If you are transferring to Platt College after taking courses at another school, it is helpful to contact the Director of Financial Aid/Registrar after enrolling. The student must ensure that official transcripts are received by the Director of Financial Aid/Registrar in order for transfer credit to be awarded.

The Platt College student transcript will reflect a grade of "TC" for any course for which transfer credit was accepted.

No more than 50% of the total quarter credit hours of a program may be transferred from another institution(s).

Transferability of Credit to Other Institutions

If you are attending Platt College to prepare for transfer to another college or university, familiarize yourself with the general education requirements of that institution. Since graduation requirements vary among institutions, it is important to obtain assistance from the Vice President of Academic Affairs in planning a transferable program of study.

In addition, each major field of study at a particular institution has specific course requirements. It is extremely important for you to follow a prescribed transfer program (recommended by an advisor at the four-year institution) in order to make a smooth transition to the four-year college or university.

Platt College cannot guarantee transferability of credits to other institutions.

Residence Requirement

All students must be in residence at the time of graduation in order to receive a diploma or degree.

General Education Requirements

Platt College believes that general education assists individuals to reach their maximum potentials. All Associate of Applied Science and Bachelor degrees have general education requirements. These requirements adhere to goals for general education established by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT).

Statement of Satisfactory Progress

Satisfactory academic progress is defined as progression through the academic program within a prescribed time frame while maintaining a sufficient grade point average to demonstrate growth in knowledge and skills. Lack of satisfactory progress may jeopardize the student's ability to complete the program. Platt College expects students to progress through the program based on satisfactory

progression standards. The School of Design and the School of Nursing at Platt College individually determine the criteria requirement for Satisfactory Progress.

Federal regulation requires that a student receiving financial assistance from any state or federal aid program is making satisfactory progress as determined by the institution from which such aid is received.

Students at Platt College will have their satisfactory progress measured by their grade point average and credit hours offered.

The following information applies to all students, regardless of program of study, attending Platt College:

- All students will be considered to be in a state of satisfactory progress at the time of enrollment.
- Each student's progress will be reviewed, at a minimum, at the first 25% of their program, midpoint of their program, and prior to graduation.
- Any student making unsatisfactory progress will be placed on academic probation for one quarter.
- Any student found to be making unsatisfactory progress after expiration of the probationary period will be placed on Suspension. Students may submit a formal grievance as per the Grievance Policy, if they feel their circumstances warrant extending the probationary period.

Maximum Time Frame

Students must complete their programs within a prescribed time frame. The maximum time frame is limited to 1.5 times the normal length of the program in duration or credit hours required to complete the program. Students who fail to complete their programs within the maximum time frame will be dismissed. Additional fees may apply.

Leave of Absence (LOA)

A Leave of Absence (LOA) may be granted for medical reasons or for personal situations. A request for a LOA must be submitted in writing and include the reason for the student's request with a student signature and date.

Students taking a LOA need to be aware that not all classes are offered each quarter. Students who do not return from an approved LOA will be considered as having withdrawn.

The LOA for students in the School of Design may not exceed ninety (90) days (excluding holidays and breaks designated in the Academic Calendar) in any twelve (12) month period.

The LOA for students in the School of Nursing may not exceed one hundred and sixty-six (166) days (excluding holidays and breaks designated in the Academic Calendar) in any twelve (12) month period.

Student Progress and Progress Reports

Student progress is evaluated through daily assignments, hands-on assessments, quizzes,

written examinations, and other methods as determined by the course faculty. Student progress is measured by the use of a 4.0 grade point scale.

Students are entitled to a regular accounting of their academic status. Students receive a grade and a grade report for each course completed from the course instructor. Students may request a transcript from the Registrar to monitor their academic progress. Student placed on Academic Warning or Probation, are informed in writing at the time the action is taken. The student will receive advising from the appropriate faculty member or administrator in an effort to improve their academic performance.

Termination Before Completion

A student who wishes to withdraw from Platt College during his/her program should meet with the Vice President of Academic Affairs. Students are required to notify the Director of Financial Aid's office when a change of status occurs (ex: change in name, address, phone number, attendance, tuition aid eligibility or any other item that may have an impact upon completion of the student's education.)

Academic Standards

Grade Notification

Grade reports will be filed at the end of each quarter with the Registrar. The student will receive notification of their grades for each course from the course instructor.

Academic Probation

A student whose cumulative grade point average drops below the minimally acceptable GPA for their program of enrollment will be placed on Academic Probation. The student will have the next quarter to raise his/her cumulative GPA to meet the requirements of their program of enrollment. Students who are placed on Academic Probation will be notified in writing by the Registrar. After notification, the student must make an appointment with the designated faculty member, Dean or Vice President of Academic Affairs for academic advising.

Attendance Probation

Platt College is required by its accrediting body to maintain student records. Students failing to meet the attendance requirements for their program of enrollment will be placed on Attendance Probation. The student will have the next quarter to meet the attendance requirements of his/her program of enrollment. Students who are placed on Attendance Probation will be notified in writing by the Registrar. After notification, the student must make an appointment with the designated faculty member, Dean, or Vice President of Academic Affairs for advising. If the student continues to exceed the allowable absences for their designated program, the Dean or Vice President of Academic Affairs may temporarily or permanently suspend the student.

Attendance Policy

Platt College puts high emphasis on regular attendance of classes. Future employers of graduates put emphasis on academic achievement and class attendance.

Attendance is taken every day in every class. Students are allowed emergency absences totaling no more than 20% of the total contact hours for each course. Exceeding that figure may cause a lowering of the course grade.

Accumulated tardiness may result in a grade point deductions and possible failure of a course.

In the event of an absence or tardy, all missed work must be made up in accordance with faculty syllabi requirements.

Should a student miss three consecutive days of class, the Registrar will notify the appropriate administrator. The student will be contacted. An absence of two weeks' worth of course(s) may cause the student to be suspended and allowed back in the College only after obtaining approval from the appropriate administrator. If a student misses 15 consecutive calendar days, the student is automatically dropped. When a student is dropped, the student must reapply for admission to return to the College. Absences are documented in the Director of Financial Aid's office.

Course Repeat

Students are permitted to repeat courses in which their final grades are "C" or lower. If a

student is required to take a course that is a prerequisite to other courses, that course must be successfully completed before advancing to other courses. Upon repeating a course the original credit earned and any quality points acquired are excluded from the cumulative totals on the next grade report. In the event that a student repeats a course two or more times, all grades received in the second and subsequent repeats will be included in the grade point average.

| <i>Time in Course</i> | <i>Grades Included in Computation</i> |
|--------------------------------|---|
| 1 st | Original grade earned |
| 2 nd | Only the grade earned the 2 nd time |
| 3 rd and subsequent | Grades earned in the 3 rd and all subsequent times are calculated in the quality point average |

The student will be charged the full tuition rate at the time the course is repeated. The original failing grade will be calculated into the student's cumulative GPA until the repeat has been completed. At that time, the previous failing grade will be replaced by an "R" (Repeat) on the student's transcript and only the new grade will be used to calculate the GPA. The student's record will continue to reflect all grades earned even if a course has been repeated and excluded from grade/hour totals. Students must complete their academic program within 1.5 times the total program length in duration or credit hours.

Course Incompletion

If extenuating circumstances warrant, a student may receive a grade of "I"

(Incomplete) for a course. Faculty wishing to issue a grade of "I" must request this option from the Vice President of Academic Affairs.

A grade of "I" is calculated as zero (0) grade points on that quarter's GPA. For some students, this may cause the student's GPA to drop below minimally accepted academic standards requiring the student to be placed on Academic Probation.

The student who receives an "I" will have the first two weeks in the beginning of the next quarter to meet the requirements for course completion in order to receive a grade for the course. The new grade will then be used to calculate the student's GPA.

Course Drops and Withdrawals

A student may *drop* a course any time before 10% of the contact hours for that course have been completed by notifying the Registrar. The student will receive a grade "WA" for "Administrative Withdrawal." The "WA" has no effect on the calculation of the student's GPA.

After 10% of the contact hours for a class have elapsed, a student must *withdraw* from the course by notifying the Registrar. If the student was making satisfactory progress at the time of the withdrawal, the student will receive a grade of "WP" (Withdrawal While Passing). If the student was failing the course at the time of the withdrawal, the student will receive a "WF" (Withdrawal While Failing). The student is considered enrolled in a course until the Registrar has been notified and any paperwork required as been completed. Failure to notify the Registrar, may result in

the student receiving a failing grade for the course and affect the student's GPA.

Although grades of "WA," "WP," and "WF" do not affect the student's GPA, they are permanently recorded on the student's transcript.

Definition of a Unit of Credit

Platt College measures student progress in quarter credit hours. A quarter credit hour is defined as follows:

One (1) quarter credit hour equals:

- ten (10) hours of classroom instruction;
- twenty (20) hours of laboratory instruction; or
- thirty (30) hours of externship/practicum instruction.

A classroom hour is equal to 50 minutes.

Grading System

The following are guidelines used by faculty members to establish course grading criteria.

Grade A – Superior Work

The student masters the objectives of the course, is able to apply the learning, and is able to integrate learning with other knowledge.

The student consistently distinguishes himself/herself in assignments, examinations, laboratory and participation. The student demonstrates independent thinking in class assignments and discussions.

Work is consistently submitted on time and in the expected form and format.

The student consistently displays superior skills, ability, and performance in their development of required hand and/or motor skills.

The student complies with school attendance requirements.

Grade B – Above Average Work

The student shows consistent mastery of the course content and objectives and is usually able to apply learning to new situations and integrate with other knowledge.

Work is consistently submitted on time and in the expected form and format.

The student consistently displays above average skills, ability, and performance in their development of required hand and/or motor skills.

The student complies with school attendance requirements.

Grade C – Average Work Allowing Progress

The student shows reasonable comprehension of the course material and has an average mastery of the content which would indicate the student is capable of progressing to other coursework.

The student consistently earns average scores in tests, homework, projects and class participation.

Work is consistently submitted on time and adequately meets expectations of form and format.

The student consistently displays average skills, ability, and performance in their development of required hand and/or motor skills.

The student complies with school attendance requirements.

Grade D – Less than Acceptable; Minimally Passing Grade

The student demonstrates minimally acceptable comprehension of the course material and the competence demonstrated is insufficient to indicate the student is capable of progressing to other coursework.

Work is of inconsistent quality, often fails to meet expected form and format and is frequently late.

The student consistently displays below average skills, ability, and performance in their development of required hand and/or motor skills.

The student complies with school attendance requirements.

Grade F – Failing Grade

The student demonstrates an unacceptable low or no mastery of the course objectives or content.

The student earns failing scores on tests, homework, projects and class participation.

Work is of inconsistent quality, often fails to meet expected form and format and is frequently late or not submitted.

The student fails to display minimally acceptable skills, ability, and performance in their development of required hand and/or motor skills.

The student fails to comply with the school attendance requirements.

Academic Assistance

Any student who wishes to have extra academic assistance is encouraged to make an appointment with their faculty member(s), advisor, and/or the Academic Support and Career Support Services Coordinator.

Summary of Letter Grade System

| Letter Grade | Credits | Grade Points | Rating |
|--------------|---------|--------------|---------------------------|
| A | 1 | 4.0 | Superior |
| B | 1 | 3.0 | Above Average |
| C | 1 | 2.0 | Average |
| D | 1 | 1.0 | Minimally Acceptable |
| F | 0 | 0 | Failing |
| P | 0 | 0 | Passing |
| I | 0 | 0 | Incomplete |
| WA | 0 | 0 | Administrative Withdrawal |
| WP | 0 | 0 | Withdrawal Passing |
| WF | 0 | 0 | Withdrawal Failing |
| TC | 0 | 0 | Transfer Credit |
| R | 0 | 0 | Repeat |

Make-up Work

You will be allowed to make-up class and lab work that you have missed because of an illness or an emergency. Proof of these circumstances may be required. If you know that you will have to miss a class, then it is extremely important that you notify faculty in order to receive your assignments in advance so as not to waste valuable learning opportunities.

Examination of Student Records

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files and academic records, including grades, attendance, and counseling records, or documents maintained by the school which pertain to them (parental financial information excepted).

Records are supervised by the Director of Financial Aid/Registrar. Students may request a review of their records by notifying the Director of Financial Aid/Registrar or Vice President of Academic Affairs in writing. Records reviews are allowed during regularly scheduled college hours and require supervision of the Director of Financial Aid/Registrar. A copy of the records may be obtained for a copying fee of \$1.00/page. When grades are included, a transcript request fee applies.

Students may request that the school amend their educational records on the grounds that

they are inaccurate, misleading, or in violation of their privacy.

Challenging the record for the purpose of correcting or deleting any of the contents must be done in writing and submitted to the Vice President of Academic Affairs. However, grades can only be challenged on the grounds that they are improperly recorded. Challenges of this nature must be submitted in writing to the Vice President of Academic Affairs no later than 90 days after the last date of course attendance.

The Vice President of Academic Affairs will review the written challenge request and meet with the student. A decision can result in the grade being corrected or deemed accurate and retained. Should further review be requested, a grievance hearing in accordance with the Grievance Policy will be held.

A copy of the challenge request and the results of any decisions rendered will then be included as part of the student's permanent file.

Directory information showing name, address, telephone number, date, program of enrollment, dates of attendance and certificates awarded may be provided to third parties by the school unless the request to omit such information is provided to a college administrator or their designee within 10 days of enrollment.

Exceptions to Confidentiality of Student Records

- Disclosure in case of bona fide health or safety emergency and only to those in a position to render assistance.

- Disclosure to institutional officials based on a legitimate educational need as it relates to the discharge of those officials' responsibilities.
- Disclosure based upon a signed written consent from the student. A *Student Consent for Release of Records Form* must be completed by the student.
- Disclosure pursuant to a lawfully issued subpoena or judicial order, in which case, the College will contact, in written form, the affected student before or immediately following the disclosure relative to the College's intent to comply with the order.
- Disclosure to parents of a student only if the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code. A *Parental Affidavit for Academic Information Form* must be completed.
- Disclosure of records to other schools to which the student is enrolled or seeks enrollment.
- Directory information as permitted by FERPA Act of 1974.
- Authorized representatives of the Department of Education or the Comptroller General of the United States.
- State and local authorities when required.

- Accrediting agencies.
- Appropriate persons or agencies in connection with student applications for or receipt of financial aid.
- In all other cases, the College shall obtain the written consent of the student prior to releasing such information to any person or organization.

The College maintains all student records according to the Family Educational Rights and Privacy Act of 1974. All files are kept in perpetuity.

Exemptions: The following items are exempt from the Privacy Act:

- Parents Confidential Statement and other financial-need data.
- Records about the student made by faculty or administrators which are maintained and accessible only to the faculty and administrators on a need-to-know basis.
- Social Security records.
- Employment records for college employees who are not current students.
- Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals acting or assisting in such capacities, for treatment purposes, and which are

available only to those providing treatment.

Access without Student Consent: The college may release student information without written consent of the student to:

The following directory information may be disclosed by the college, unless otherwise specifically directed by a student in writing to the Director of Financial Aid within fourteen (14) days following registration for classes:

- A. Name
- B. Address
- C. Telephone Number
- D. Date and Place of Birth
- E. Major Field of Study
- F. Dates of attendance
- G. Degrees and awards received
- H. Most recent previous educational institution attended
- I. Other information as approved by the college

Any person has the right to file a complaint with the Department of Education if Platt College violates the Family Educational Rights and Privacy Act (FERPA).

Expectations of Student Conduct and Professional Behavior

Students are expected to conduct themselves in a manner conducive to learning and to the learning of others. The College is operated in a business complex and will not tolerate any behavior that interferes with or detracts from

the ability of the other businesses in the building to operate.

The following statements define those behaviors which are not in harmony with the educational goals of the College:

- Academic dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the school.
- Forgery, alteration, misuse or mutilation of college documents, records, identifications, education materials or property.
- Sexual or racial discrimination or harassment of any kind.
- Obstruction or disruptions of teaching, administration, disciplinary procedures, and other College activities including its public service functions or of any other authorized activities on premises.
- Physical abuse of any person that is related to college affairs or conduct which threatens or endangers the health or safety of any such person.
- Theft of, or damage to, property of the school, or using or attempting to use college property in a manner inconsistent with its designed purpose.
- Intentional or unauthorized interference with a right of access to college facilities or freedom of movement or speech of any person on the premises.
- Use of possession of firearms, ammunition or other dangerous weapons, substances, materials, bombs, explosives, or explosive or incendiary devices prohibited by law.
- Disorderly conduct or lewd, indecent, obscene conduct or expression.
- Violation of a federal, state, or local ordinance, including but not limited to those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses or arson, if such violation occurs on college property.
- Failure to comply with the verbal or written directions of any college official acting in the performance of his/her duties and in the scope of his/her employment or resisting a security officer who is acting in the performance of his/her duties.
- Aiding, abetting or inciting others in committing or inciting others to commit any act of misconduct set forth above.
- Conviction for a crime which is of a serious nature. Upon the filing of charges in civil or criminal courts involving an offense which is of a serious nature, if it is administratively determined that the continued presence of the student would constitute a threat or danger to the college community, such student may

be temporarily suspended pending the trial outcome.

Discipline

Violation of any of the expectations of student conduct and professional behaviors set forth may result in any of the following consequences:

- Reprimand
- Specific restrictions
- Disciplinary probation. Further infractions during the time period of the probation will result in suspension.
- Temporary suspension
- Permanent suspension

Conditions for Readmission After Suspension

After being suspended, a student may only be readmitted after a written request is submitted to the Vice President of Academic Affairs. Readmission will be on a probationary basis.

Students allowed to reenter the college after a suspension, must complete a new Enrollment Agreement and pay further tuition at the current rate.

Catalog Requirements for Graduation

Students may graduate under the catalog requirements listed for the academic year in which they were enrolled. If graduation requirements and/or policies should change, during the course of a student's consecutive

enrollments, students may choose to follow the catalog effective the year of their original enrollment or the new catalog.

If a student experiences interrupted attendance in their program of enrollment for one year or more and then returns, the catalog effective at the time of readmission is the document of authority.

Students are expected to obtain and keep a copy of the catalog effective during their year of original enrollment, any catalog changed and accepted during their time of enrollment, or the catalog in effect at the time of their readmission.

Other Graduation Policies

Platt College reserves the right to substitute or delete course work based on current curriculum. Students are assured that if the curriculum changes, Platt will make every effort to determine an equitable solution. Students must complete an "academic review" two terms before the term in which they intend to graduate

Student Services

Student Identification

Each student will be issued a picture identification card at the time of registration. This identification may be used for student discounts as appropriate, access to areas within the college, and for identification purposes during practicums or externships taking place outside of Platt College. Student identification is surrendered upon withdrawal from the program of enrollment or upon

graduation. A \$5.00 fee will be charged for the replacement of lost, stolen, or damaged student ID cards.

Housing

The Academic Support and Career Services Coordinator is the point of contact for housing information. Platt College maintains a list of housing facilities within commuting distance of the college. This list is available upon request and contains information pertinent to assisting the student locate housing. Platt College does not provide recommendations nor does the college supervise any student housing unit.

Student Activities

A variety of student organizations and activities are available for Platt College students. Some of these activities are offered through student professional organizations which are discussed in more detail in program-specific student handbooks. Other activities are offered through the office of Academic Support and Career Services for the enjoyment of student, faculty, staff and, whenever possible, student family members.

Career Placement Services

Securing meaningful career opportunities is one of the top priorities of Platt College. While it is not possible to guarantee employment placement or salaries, the college will work diligently and collaboratively with all students to find employment after graduation.

Platt College's Academic Support and Career Services coordinator offers all Platt graduates

employment placement assistance. These graduate employment services include, but are not limited to the following:

- An employment orientation at least four weeks prior to graduation. This service will provide the student with essential information related to interviews and appointments for potential job opportunities.
- Assistance in the preparation of employment applications and resumes.
- Assistance in the preparation of employment cover letters as well as requests for letters of recommendation.
- Opportunities for prospective employers to offer interviews, employment information, applications, and testing at Platt College.
- Ongoing communication with employers regarding employment opportunities within their organizations.
- The Academic Support and Career Services Coordinator will work with the student to locate employment positions. The student is ultimately responsible for arranging and attending employment interviews.

Employment While Attending College

Platt College's Academic Support and Career Services Coordinator also offers Platt students

assistance with locating employment while attending college. These jobs are typically evaluated for their ability to assist the student with living expenses and are not always related to the student's program of enrollment.

Graduate Services

Platt College's Academic Support and Career Services Coordinator welcomes the opportunity to provide ongoing and life-long career and personal development services to all Platt graduates.

General Information for Students

Inclement Weather

Platt College will cancel classes when inclement weather conditions occur. Students need to listen to local radio and television stations for announcements regarding college closures or delays. Program-specific handbooks have additional and detailed information about student responsibilities regarding participation in practicum or externship opportunities during inclement weather.

Dress Code

All students attending Platt College are expected to dress in a manner that is conducive to and appropriate for a professional learning environment. The program-specific handbooks provide additional and detailed information regarding student dress code expectations.

Parking

Adequate and ample parking is provided free of charge to all Platt students. The college is not liable for damage of theft of vehicles or their contents incurred during use of Platt College parking.

Student Handbooks

Platt College maintains a Student Handbook for the School of Nursing and for the School of Design which contain detailed information regarding program-specific expectations.

Comparable Program Information

The Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) is an available resource for information pertaining to comparable programs, as it relates to tuition, fees, and program length.

Contact Information:

- Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT)
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212

Student Complaints & Grievances

Platt College prides itself on maintaining a relationship with students based on mutual respect. Every attempt is made to deal with student complaints and grievances in a fair and consistent manner. Please refer to the college website at www.plattcolorado.edu for the complete *Grievance Policy and Procedure*,

Policy Number 01:06:00. This provides detailed information about eligibility, definitions, complaints and formal grievance procedures as well as the application process using the Grievance and Academic Grievance forms. Complaints and formal grievance procedures are processes used internally at Platt College.

Complaint Procedures

Whenever an individual entitled to utilize these procedures has a complaint, that individual is expected to attempt to resolve the matter informally. This attempt must include discussion of the complaint with his/her instructor and administrator, peer or other individuals. Complaints and efforts to resolve a complaint must occur within a three (3) day period.

An individual dissatisfied with a situation(s) or event(s) should make his/her best effort to resolve the matter informally, calling upon whatever third parties might be helpful. Only if the issue cannot be resolved satisfactorily between the complainant and the faculty member(s) or administrator(s) involved should the complainant formally file a grievance.

Formal Grievance Procedures

If all reasonable informal efforts to resolve a complaint fail, the complainant may formalize the complaint as a Grievance. The Grievance is a written statement containing a description of the grounds for the complaint and a specification of the remedy sought. (*See Grievance Form and Academic Grievance Form*)

Definitions

Grievance: a written statement by a grievant setting forth a complaint that has not been resolved by other methods or processes.

Grievant: the author of a grievance.

Complaint: an informal, unwritten disagreement.

Administrator: generally, the head of the unit to which belongs the person whose decision is being grieved.

- For nursing students-primary administrator is the Associate Dean of Nursing
- For graphics students-primary administrator is the Director of Faculty and Programs
- For full and part-time faculty-primary administrator is the Vice President of Academic Affairs

An Academic Grievance (*See Academic Grievance Form*) is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated unfairly.

A Nonacademic Grievance (*See General Grievance Form*) is a difference of opinion or dispute between a student and faculty member, administrator, staff member, or another Platt College student or between

faculty and another faculty member, administrator, staff member, or an outside business affiliate of Platt College pertaining to the interpretation and/or application of the policies and procedures of the College.

In addition to the interpretation and application of policies and procedures, nonacademic grievances shall include all grievances except those pertaining to instruction and classroom management. They may pertain to student and faculty/staff governance issues, student activities, arbitrary and capricious management decisions, or other concerns that faculty, students, or employees might present for redress.

Whenever an individual entitled to utilize these procedures has a complaint, that individual is expected to attempt to resolve the matter informally. This attempt must include discussion of the complaint with his/her instructor and administrator, peer or other individuals.

Formal Grievance Procedure

1. If all reasonable informal efforts to resolve a complaint fail, the complainant may formalize the complaint as a Grievance. The Grievance is a written statement containing a description of the grounds for the formal grievance and a specification of the remedy sought. (*See Grievance Form and Academic Grievance Form*)
2. A *Grievance Form* or *Academic Grievance Form* must be filed with an Administrator within one academic quarter from the time of the

occurrence leading to the Grievance, or from the time when the Grievant should reasonably have been able to determine that the occurrence leading to the Grievance might have affected his/her status. Informal grievances and efforts to resolve a complaint must occur within a three (3) day period.

3. If resolution is not achieved with the appropriate administrator, a hearing date is set within one week with the Grievance Committee. The decision of the Grievance Committee is final.
4. If a committee is needed for resolution of a grievance, the Grievance Committee will be composed of three (3) students, one (1) Platt College staff member, and one (1) Platt College Administrator determined by Platt College. In the event that a tie-breaking vote is needed, an additional Platt College employee may be asked to serve the grievance committee. For additional information, please refer to the *Grievance Policy and Procedure 01:06:00*.

In the unfortunate event that a student or graduate of Platt College feels that their complaint or grievance has not been satisfactorily resolved, the individual has the option of submitting a written complaint to one or both of the following agencies:

- 1) The Division of Private Occupational Schools, Colorado Department of Higher Education; and/or
- 2) the Accrediting Commission of Career Schools and Colleges (ACCSCCT).

In the event that a student/graduate has a complaint that is not resolved by the College, the individual has the option of submitting the complaint to the Division of Private Occupational Schools (DAS) if enrolled in an Associate degree program, or Colorado Department of Higher Education if enrolled in a Bachelor degree program. The individual may file a complaint at the Division of Private Occupation Schools or the Colorado Department of Higher Education.

Contact information:

- Division of Private Occupational Schools (DPOS)
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
(303)-866-2723
<http://higher.ed.colorado.gov/dpos>

There is a two year limitation on the board taking action on student complaints.



Student Complaint/Grievance Procedure ACCSCCT

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools
and Colleges of Technology
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703)- 247-4212
www.accsct.org

A copy of the Commission's Complaint Form is available at the College and may be obtained by contacting the Vice President of Academic Affairs or the College President.

Financial Information

Financial Aid

For current tuition and fees, refer to the current College Catalog Addendum. Prices are subject to change on an academic year basis. Notification is provided to students forty-five days prior to the effective date. Rate changes may apply at the beginning of a student's new academic year. Rates will not change during a contract term.

Platt College enrolls applicants on an academic year basis. A second or third academic period enrollment is completed 4 to 6 weeks prior to the time the student is scheduled to begin education in the subsequent academic year. The Director of Financial Aid/Registrar is available for questions.

Tuition is due and payable on or before the first day of the class start. Arrangements for special financing may be made in cases of extreme necessity. Such financing will be determined on an individual basis by college administration.

There are certain items the student may need during the course of a program that are not included in the supplies category and which must be purchased independently by the student. The items may include but are not limited to compact discs, pens, pencils, uniforms, tools and additional art or instructional-related supplies. The average cost of these items is dependent upon the program of enrollment and varies by quarter. Platt College has loan and grant opportunities available for eligible students requiring

financial assistance to meet educational costs. Platt College is committed to assisting students in their efforts to secure information about available financial assistance. For further questions, please make an appointment with the Director of Financial Aid.

College Catalog Addendum

An Addendum accompanies and is an integral part of the Platt College Catalog. Students are referred to the current Addendum for course, program and policy revisions as well as tuition, lab supplies, and text fees.

Texts, Tools, & Supplies

Students must furnish all texts, tools and supplies required for the program of enrollment at his/her expense. Students are NOT required to purchase texts, tools or instructional supplies before such materials are actually needed for coursework.

Students are NOT obligated to purchase any text, tools or instructional supplies from Platt College. The cost of texts, tools, and instructional supplies specified on page one (1) of the Enrollment Agreement or as part of the College Catalog Addendum Agreement is an estimated cost only and is subject to change based on fluctuations in manufacturer and supplier prices. If texts, tools or supplies are purchased from Platt College, the cost of these items is nonrefundable.

- Textbooks and art tools can be purchased at the start of each new quarter from the Platt College bookstore.

- Lab fees cover the cost of equipment provided to the student.
- Supply charges cover the cost of (major) materials provided to the student.
- Sales tax is charged on all programs for major supplies and tools.

Special Fees

Fees are charged for special services as follows:

- **Repeat of Course Fee**
This fee will be assessed for repeating any education. The student will be charged full tuition for any and all courses that are repeated.
- **Readmission Fee**
A fee of \$25.00 will be assessed when a student reenters education following a suspension or a cancellation.
- **Academic Transcript Fee**
The first official transcript is issued upon graduation free of charge. Additional copies of the transcript are \$5.00 each. A signed release is required.
- **Replacement of Diploma Fee**
Students will be charged a \$25.00 fee to replace a diploma.
- **Change of Program Fee**
Students will be charged a \$75.00 fee to change programs after the start date. However, no fee will be assessed

if the program change is made at the time the second/third/fourth academic year enrollment agreement is completed.

- **Course Drop Fee**

A one hundred percent (100%) tuition credit is granted to student for classes dropped (WA) before 10% of the contact hours for that course have been completed. The 10% amount will be verified and determined by the Registrar. Students will be charged the full tuition amount for courses dropped after the ten (10) percent date.

- **Maximum Time Frame**

A tuition fee will be charged based on the current hourly rate for each additional credit hour the student exceeds the maximum time frame which is defined as 1.5 times the normal length of the program in duration or credit hours required to complete the program of enrollment.

- **Miscellaneous Fees**

Students will be charged for repair or replacement of any equipment lost or damaged through negligence or willful misconduct. This includes damage to any part of the building or its immediate surroundings.

Postponement, Cancellation & Refund Policy

Start Date Postponement

The School's policy regarding postponement of starting date and the effect on the student rights to a refund. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and:
- b. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

The following refund policy is applicable to all programs.

Refunds at any time will be made only in accordance with the refund policy of the College printed as follows:

- a. All monies paid by the applicant will be refunded within thirty (30) days; if an applicant cancels in writing within three (3) business days of receipt of the application by a Platt College Admissions Representative; if the applicant is not accepted by the College; or in the event the College discontinues a course/program during a period of time within which a student could have reasonably completed it, except that this provision shall not apply in the event that the College ceases operation; applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following a tour of the school facilities.
- b. Cancellation of Classes: The College reserves the right to cancel a scheduled start date if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the College and the student will be entitled to receive a complete refund of any amount paid.
- c. An applicant requests cancellation in writing after the three business day period but prior to commencement of training is entitled to a refund of all monies paid less the registration charge of \$75.
- d. Students wishing to withdraw from a program after the start of training are required to notify the Student Records

Office of their intent to withdraw and of their last date of attendance. If the student is under 18 years of age, such notice may be given by the purchaser.

- e. If a student requests cancellation, or is expelled (in which event the date of termination shall be the date of expulsion) after entering the College and starting training, the student shall be entitled to tuition refund in accordance with the following schedule.
- f. A student terminating within the first two days of training shall be entitled to a refund of one hundred percent of tuition.

State of Colorado Refund Policy

After the commencement of training, the policy for cancellation, settlement and refund of tuition and fees provides for the following:

- 1. A student terminating training within the first ten percent of the academic year shall be entitled to a refund of ninety percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of \$150.00.
- 2. A student terminating training after ten percent but within the first twenty-five percent of the academic year shall be entitled to a refund of seventy-five percent of the enrollment agreement price of the academic year exclusive of book and supplies, less a

one-time withdrawal processing charge of \$150.00.

- 3. A student terminating training after twenty-five percent but within the first fifty percent of the academic year shall be entitled to a refund of fifty percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of \$150.
- 4. A student terminating training after fifty percent but within the first seventy-five percent of the academic year shall be entitled to a refund of twenty-five percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of \$150.
- 5. A student who has completed seventy-five percent of the academic year and has entered into the final twenty-five percent shall not be entitled to any refund and shall be obligated for the full price of the academic year, which constitutes the maximum obligation.
- 6. Percentage of the course/program completed is based on the number of scheduled hours of class attendance, stated as a percentage of the total hours indicated for the academic year/period, then converted to the equivalent quarter credit hours. Refunds to students will be computed from the last date of recorded attendance. The last date of recorded attendance will be determined from

the instructor's attendance charts. Leaves of Absence and school holidays will not be counted as part of the scheduled class attendance. Refunds will be made within thirty (30) days of the last date of attendance if written notification was provided to the institution. Otherwise, refunds shall be made within thirty (30) days from the date the institution terminates the student or determines that the student has withdrawn.

Texts, Tools, & Supplies

Students must furnish all texts, tools and supplies required for the program of enrollment at his/her expense. Students are NOT required to purchase texts, tools or instructional supplies before such materials are actually needed for coursework.

Students are NOT obligated to purchase any text, tools or instructional supplies from Platt College. The cost of texts, tools, and instructional supplies specified on page one (1) of the Enrollment Agreement or as part of the College Catalog Addendum Agreement is an estimated cost only and is subject to change based on fluctuations in manufacturer and supplier prices. If texts, tools or supplies are purchased from Platt College, the cost of these items is nonrefundable.

- Textbooks and art tools can be purchased at the start of each new quarter from the Platt College bookstore.
- Lab fees cover the cost of equipment provided to the student.

- Supply charges cover the cost of (major) materials provided to the student.
- Sales tax is charged on all programs for major supplies and tools.

Accrediting Commission of Career Schools and Colleges of Technology Policy

The refund policy of the State of Colorado is applicable to students attending Platt College.

Institution Policy

For students attending Platt College who subsequently withdraw from classes, the State of Colorado refund formula will be applied, and the result will form the basis for the refund. For any other program at Platt College longer than one academic year and for which the student has paid to the College tuition charges for the entire program or portions thereof exceeding one academic year, the College will refund to the student those monies paid for the academic year(s) beyond the end of the academic year during which the student withdraws. In addition, the College shall calculate and refund to the student that portion of tuition paid representing the period of time between the date of withdrawal and the end of that academic year. Such refund shall be based on the formula stated above.

Veterans Refund Policy

The College has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. Such policy provides that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion of the course shall not exceed the exact pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course/program bears to its total length. The exact portion will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course/program.

Return of Title IV Funds Policy

The refund calculation of institutional charges is determined as stated in the section entitled Cancellation and Refund Policy. In addition to calculating whether more has been collected than the institution has earned for the current enrollment agreement, effective October 7, 2000, the institution is required by US Department of Education to make an additional calculation with respect to returned Federal Financial Aid Funds. These calculations are called "Return of Title IV funds." They follow a different formula and are applicable until over 60% of the enrollment period (i.e. typical enrollment periods are 10 weeks in length, or one quarter) has been completed. Under these rules, it may be the case that the institution will have earned tuition funds that must be returned to

the Federal Aid programs. If this occurs, the student will owe these additional funds to the institution. For additional clarification on this policy, please feel free to visit the Office of Financial Aid.



The School of Design at Platt College

Our Mission

The mission of the School of Design is to provide outstanding facilities and a creative environment for an exceptional and diverse community of faculty, staff, and students. We advance creativity and leadership while preparing students to be successful future designers in the graphic arts industry.

Our Vision

We, the faculty at the School of Design at Platt College, will seek to instill in each graphic art student intellectual curiosity to explore the creative process, embrace new challenges, and pursue intellectual and aesthetic excellence.

Our Core Values

Excellence in the Learning Process

The School of Design values the role that faculty play in individualizing instruction, encouraging critical thinking, stimulating creativity, and in establishing student-centered, high quality academic instruction.

Personal Development

The School of Design is committed to intellectual and personal growth of students, faculty, and staff.

Community

The School of Design is committed to being a caring campus community of students, faculty, and staff to work collaboratively to foster leadership and development. We endeavor to provide a highly educated, employment-ready, diverse and creative individual to meet the needs of the graphic arts industry.

Ethics and Integrity

The School of Design fosters a strong work ethic and places fairness, objectivity, honesty, and accountability at the forefront of its policies and procedures in all aspects of the programs' administration.

Diversity

The School of Design embraces diversity in cultural backgrounds, personal characteristics and choices while recognizing artistic expression, freedom of speech, and differences in people, and respects the rights of students, faculty, and staff.

Our Philosophy

The School of Design at Platt College conducts academic programs at the undergraduate level congruent with the mission and vision of the college. Faculty at the School of Design develops baccalaureate design curricula based on the following beliefs:

We believe in teaching a mastery of traditional skills, while developing proficiency in new and emerging visual technologies.

We believe in combining creative application with a comprehensive grounding in the liberal arts and sciences.

Our Outcomes

Upon completion of an Associate Degree from The School of Design the graduate will be able to:

- produce a portfolio of work for an entry level job in print, interactive graphics.
- analyze and interpret print and electronic graphics in verbal and written form.
- verbalize about graphic arts utilizing the appropriate visual arts terminology.
- interpret and incorporate formal elements of design into their graphic work.
- achieve a proficient level of competency in the use of industry hardware and software.

In addition to accomplishing the Associate Degree level outcomes, the graduate of the Bachelor of Arts from the School of Design will be able to:

- demonstrate critical thinking based on a framework of industry in both micro and macro system levels
- demonstrate an understanding and conceptualization of design theory,

history of design, and design methodology, visual symbologies, and branding

- demonstrate assumption of managerial and leadership roles in today's dynamic graphic arts industry

Enrollment Procedures- Graphic Arts

Platt College has a two-part enrollment interview procedure. Individuals are initially interviewed by an admissions coordinator. The admissions coordinator strives to determine qualifications for acceptance in terms of education, good character, determination, motivation and attitude. This is accomplished with the help of the Self-Evaluation Appraisal and the Interest Evaluation. If the coordinator is confident that an individual has the desire and motivation, he or she completes an Application for Enrollment and receives the registration fee. The admissions coordinator then schedules individuals for a second interview and testing. These are conducted at Platt College where individuals are given a tour of the school. The program, facilities, academic support and career placement assistance services are explained in detail.

Individuals will be informed at the interview as to whether they are accepted, accepted with condition, or not accepted. If an individual is not accepted, the registration fee will be refunded.

High school students under the age of 18 and presently attending high school should (1)

make arrangements with a high school counselor for certification credit; (2) complete an Application for Admission Form available from an admissions counselor.

Students who have previously taken credit courses at Platt College and who return to the College after being absent for one or more terms must file an application for readmission. Students who have attended other institutions of higher education since last attending Platt College must have these institutions send official transcripts to the Director of Financial Aid/Registrar to have credit considered for transfer to Platt College.

All documents become property of the College and will not be released to the student or transferred to other institutions.

Registration depends on Platt's receipt of all required documents, and the non-refundable \$25 application fee.

Admission Requirements-Graphic Arts

Admission to a Platt College Associate Degree Program is open to high school graduates, and/or those who have been awarded GED (general education development) certificates.

Enrollment in a particular program of study may depend on minimum competency standards. Some programs have mandatory proficiency standards. Please see an Admissions Representative.

All applications must be submitted and approved before they can take part in assessment, advising and registration.

Evening Schedule

Platt College utilizes a *Two Plus Two* system for enrollment into the Evening Bachelor Degree Program. Those enrolling in the evening program will have a two-week break each summer. The evening program will have a two-week winter holiday break.

Day Schedule

Platt College utilizes a *Four Year* system for enrollment into the Bachelor Degree Program. Students who enroll in the day program will have up to a 12-week break in the summers following the freshman, sophomore and junior years. The day program will have a two-week winter holiday break.

Applicants must first meet the requirements of the Applied Science Degree Programs. Qualified individuals are enrolled in one of the Associate Degree Programs. Upon successful completion of the Associate level requirements, the graduate is offered job placement assistance and becomes eligible to make application to the Bachelor level program.

Day and Evening Schedules

Qualified individuals are enrolled in the first of five academic year periods leading to completion of the Bachelor degree. The day class schedule, course sequence and summer break period differ from the evening schedule. Admissions to the Bachelor of Arts Program in Computer Graphic Design (day schedule only) is open to high school graduates who are successful on the entrance exam, and demonstrate interest and ability to succeed in

the graphic arts course of study leading to a career as a graphic designer.

Admission to a Platt College Bachelor of Arts Program is open to graduates of Platt College Associate Degree Programs or graduates of Associate degree programs equivalent to Platt College programs. A combination of work experience and college classes which did not lead to a degree may also qualify a student for admission to a Platt College Bachelor Degree Program, if the combination is equivalent to a Platt College Associate Degree. Equivalence will be determined by portfolio review, written and practical tests and interview. The admissions coordinator can arrange the appropriate appointments for this process.

Enrollment in a particular program of study may depend on minimum competency standards. Some programs have mandatory proficiency standards. An admissions coordinator will explain these standards. All applicants must be submitted and approved before a prospective student can take part in assessment, advising and registration.

Admission Procedure-Graphic Arts

All new students must meet with an Admissions Coordinator to complete all application, testing and transcript requests. If individuals want previous college credits to be examined for transfer credit consideration, official copies of previous college transcripts should be sent to the Director of Financial Aid/Registrar before the first term of enrollment.

All new students' basic skills are measured before registration. An admissions coordinator will use this information to help plan individuals' studies.

Individuals should declare a program major on the application for admission form, which is available from an admissions coordinator.

High school students under the age of 18 and presently attending high school should (1) complete an *Application for Admission Form* which is available from an admissions coordinator, (2) submit the required essay (3) pass an entrance exam, (3) complete a two step interview process and tour the college, and (4) two weeks following high school graduation, submit an official grade transcript to the Director of Financial Aid/Registrar to confirm graduation status.

An official letter of acceptance will confirm a scheduled start date.

Once all testing and admission interviews are completed, prior college transcripts received, and the completed application for admission is submitted by the applicant, the Admission Committee will determine acceptance into the Bachelor-level program. The applicant will be notified in writing of the Admission Committee's decision prior to the scheduled class start.

The tuition rate, current on the date of the Bachelor-level enrollment application, is applicable to all applicants.

Statement of Satisfactory Progress – The School of Design

Satisfactory Academic Progress is defined as progression through the academic program within a prescribed time frame while maintaining a sufficient grade point average to demonstrate growth in knowledge and skills. Lack of satisfactory progress may jeopardize the student's ability to complete the program. Platt College expects students to progress through the program based on satisfactory progression standards.

Federal regulation requires that a student receiving any financial assistance from any state or federal aid programs must be making Satisfactory Progress as determined by the institution from which such aid is received. Students at Platt College will have their Satisfactory Progress measured on their grade point average and credit hours offered.

A graphic design student must maintain a minimum grade point average of 1.75 at the end of the first twenty-five percent (25%) of their program and also a 1.75 at the midpoint of their program. The student must also achieve a 2.0 grade point average upon graduation in order to be attaining Satisfactory Progress.

Academic Probation

A student whose cumulative grade point average drops below 1.75 at the end of the quarter will be placed on Academic Probation. The student will have the next quarter to raise his/her cumulative GPA to 1.75 program

requirement. Students who are placed on Academic Probation will be notified in writing by the Registrar. After notification, the student must make an appointment with the Director of Faculty and Programs or Vice President of Academic Affairs for academic advising.

Graduation Requirements- The School of Design

Degree Requirements

All Graphic Arts students at Platt College must meet the following requirements:

Be enrolled in Platt College classes for the term in which he/she intends to graduate. Complete a minimum of 104.5 quarter credit hours for Associate Degrees, 200.0 quarter credit hours of approved course work for a Bachelors Degree.

Earn a cumulative grade point average of 2.0 ("C" average). Courses to be counted toward the upper level courses in the major field of study must be completed with a grade of a "C" or higher.

Complete a minimum of 50% of credits at Platt College in the program area.

File an *Application of Graduation* form during the term in which the student intends to graduate, according to the deadline published by the college.

Degrees Awarded

Upon successful completion of all graduation requirements and satisfaction of all financial obligations, the graduate will be awarded the Associate of Applied Science Degree or the Bachelor of Arts Degree in the appropriate major course of study.

Platt College offers programs in three majors leading to the Associate of Applied Science degree: Advanced Interactive Computer Graphic Design, Interactive Website Design and Advanced Computer Graphic Design for Print. Associate of Applied Science Degree Programs offered at Platt College are approved and regulated by the Colorado Department of Higher Education and the Private Occupational School Board. Programs are on the Accrediting Commission of Career Schools and College of Technology's list of approved programs which are included within the scope of institutional accreditation.

Platt College offers Programs in three majors leading to the Bachelor of Arts Degree:

- Computer Graphic Design
- Advertising Graphic Design
- Advanced Interactive Computer Graphic Design



Associate of Applied Science Degree

•Advanced Interactive Computer Graphic Design• 25 Months•

Objective: Upon successful completion of this program, the graduate will have gained the technical skills and knowledge and creative skills necessary to obtain an entry-level position in the graphic design industry. Special emphasis will be placed on using computers for electronic prepress techniques and interactive media.

| Course Number | Course Title | Quarter Credit Hrs |
|---------------|--|--------------------|
| GD 101 | Advertising | 6.0 |
| GD 102 | Studio Design | 3.0 |
| GD 103 | Typography | 7.0 |
| GD 106 | Introduction to Design Principles and Color Theory | 6.5 |
| GD 107 | Application of Design Principles and Color Theory | 6.0 |
| GD 300 | Design Practicum | 5.0 |
| CS 150 | Basic Keyboarding for Desktop Publishers | 3.0 |
| CS 151 | Intermediate Keyboarding for Desktop Publishers | |
| CS 152 | Advanced Keyboarding for Desktop Publishers | |
| | <i>*Choose either CS 150, 151, or 152</i> | |
| DTP 300 | Concepts in Desktop Publishing | 4.0 |
| CG 200 | Introduction to Computer Graphics | 8.0 |
| CG 300 | Concepts in Computer Graphics | 6.0 |
| EPT 201 | Printing Technologies | 5.0 |
| EPT 202 | Basic System Operation | 5.0 |
| EPT 203 | Digital Input and Color Theory | 5.0 |
| EPT 204 | Digital Output and Resolution | 5.0 |
| MM 200 | Multimedia Design Fundamentals | 8.0 |
| MM 300 | Dynamic Media and Interactivity | 8.0 |
| MM 350 | 3D Modeling and Production | 8.0 |
| | •General Education Requirements• | |
| PD 100 | Goal Attainment and Decision Making | 3.5 |
| MAT 110 | Math Skills | 4.0 |
| CS 110 | Introduction to Microcomputers | 5.0 |
| COM 210 | Oral Presentation Skills | 4.0 |
| COM 250 | Proofreading | 4.0 |
| PD 200 | Job Skills | 3.0 |
| ART 104 | Basic Drawing | 6.5 |
| MUS 101 | Introduction to Music | 4.0 |
| | Program Total | 132.5 |

Associate of Applied Science Degree

•Advanced Computer Graphic Design for Print• 20 Months•

Objective: Upon successful completion of this program, the graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the graphic design industry. Special emphasis will be placed on using computers and electronic prepress techniques.

| Course Number | Course Title | Quarter Credit Hrs |
|---|--|--------------------|
| GD 101 | Advertising | 6.0 |
| GD 102 | Studio Design | 3.0 |
| GD 103 | Typography | 7.0 |
| GD 106 | Introduction to Design Principles and Color Theory | 6.5 |
| GD 107 | Application of Design Principles and Color Theory | 6.0 |
| GD 300 | Design Practicum | 5.0 |
| CS 150 | Basic Keyboarding for Desktop Publishers | 3.0 |
| CS 151 | Intermediate Keyboarding for Desktop Publishers | |
| CS 152 | Advanced Keyboarding for Desktop Publishers | |
| | <i>*Choose either CS 150, 151, or 152</i> | |
| DTP 300 | Concepts in Desktop Publishing | 4.0 |
| CG 200 | Introduction to Computer Graphics | 8.0 |
| CG 300 | Concepts in Computer Graphics | 6.0 |
| EPT 201 | Printing Technologies | 5.0 |
| EPT 202 | Basic System Operation | 5.0 |
| EPT 203 | Digital Input and Color Theory | 5.0 |
| EPT 204 | Digital Output and Resolution | 5.0 |
| <i>•General Education Requirements•</i> | | |
| PD 100 | Goal Attainment and Decision Making | 3.5 |
| MAT 110 | Math Skills | 4.0 |
| CS 110 | Introduction to Microcomputers | 5.0 |
| COM 210 | Oral Presentation Skills | 4.0 |
| COM 250 | Proofreading | 4.0 |
| PD 200 | Job Skills | 3.0 |
| ART 104 | Basic Drawing | 6.5 |
| | <i>Program Total</i> | 104.5 |

Associate of Applied Science Degree

•Interactive Website Design• 25 Months•

Objective: Upon successful completion of this program, the graduate will have gained the technical skills and knowledge and creative skills necessary to obtain an entry-level position in the graphic design industry. Special emphasis will be placed on using computers for website design.

| Course Number | Course Title | Quarter Credit Hrs |
|---|--|--------------------|
| GD 101 | Advertising | 6.0 |
| GD 102 | Studio Design | 3.0 |
| GD 103 | Typography | 7.0 |
| GD 106 | Introduction to Design Principles and Color Theory | 6.5 |
| GD 107 | Application of Design Principles and Color Theory | 6.0 |
| GD 300 | Design Practicum | 5.0 |
| CS 150 | Basic Keyboarding for Desktop Publishers | 3.0 |
| CS 151 | Intermediate Keyboarding for Desktop Publishers | |
| CS 152 | Advanced Keyboarding for Desktop Publishers | |
| | <i>*Choose either CS 150, 151, or 152</i> | |
| DTP 300 | Concepts in Desktop Publishing | 4.0 |
| CG 200 | Introduction to Computer Graphics | 8.0 |
| CG 300 | Concepts in Computer Graphics | 6.0 |
| EPT 201 | Printing Technologies | 5.0 |
| EPT 202 | Basic System Operation | 5.0 |
| EPT 203 | Digital Input and Color Theory | 5.0 |
| EPT 204 | Digital Output and Resolution | 5.0 |
| WB 200 | Web Design Fundamentals | 8.0 |
| WB 300 | Web Design and Production | 8.0 |
| WB 350 | Web Authoring and Management | 8.0 |
| <i>•General Education Requirements•</i> | | |
| PD 100 | Goal Attainment and Decision Making | 3.5 |
| MAT 110 | Math Skills | 4.0 |
| CS 110 | Introduction to Microcomputers | 5.0 |
| COM 210 | Oral Presentation Skills | 4.0 |
| COM 250 | Proofreading | 4.0 |
| PD 200 | Job Skills | 3.0 |
| ART 104 | Basic Drawing | 6.5 |
| MUS 101 | Introduction to Music | 4.0 |
| | <i>Program Total</i> | 132.5 |

Bachelor of Arts Degree

•Advanced Interactive Computer Graphic Design• 44 Months•

Objective: Upon successful completion of this program, the graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the graphic design and interactive media industry. In addition, he/she will have acquired an education of such a nature as to increase the student's awareness and understanding of the world around him/her. This education will enable the graduate to be a more critical thinker and a better problem-solver. It will allow the graduate to be a more effective designer in an increasingly diverse world. These attributes will also enable the graduate to progress more rapidly through the hierarchy of the graphics business world.

| Course Number | Course Title | Quarter Credit Hrs |
|---|--|--------------------|
| GD 101 | Advertising | 6.0 |
| GD 102 | Studio Design | 3.0 |
| GD 103 | Typography | 7.0 |
| GD 106 | Introduction to Design Principles and Color Theory | 6.5 |
| GD 107 | Application of Design Principles and Color Theory | 6.0 |
| GD 300 | Design Practicum | 5.0 |
| GD 380 | Webpage Design | 4.0 |
| GD 410 | Customer Service and Studio Business | 4.0 |
| GD 450 | Creativity and Concept Generation | 4.0 |
| GD 460 | History of Graphic Design | 4.0 |
| GD 470 | Computer Illustration | 4.0 |
| CS 150 | Basic Keyboarding for Desktop Publishers | 3.0 |
| CS 151 | Intermediate Keyboarding for Desktop Publishers | |
| CS 152 | Advanced Keyboarding for Desktop Publishers | |
| <i>*Choose either CS 150, 151, or 152</i> | | |
| DTP 300 | Concepts in Desktop Publishing | 4.0 |
| CG 200 | Introduction to Computer Graphics | 8.0 |
| CG 300 | Concepts in Computer Graphics | 6.0 |
| EPT 201 | Printing Technologies | 5.0 |
| EPT 202 | Basic System Operation | 5.0 |
| EPT 203 | Digital Input and Color Theory | 5.0 |
| EPT 204 | Digital Output and Resolution | 5.0 |
| TYP 300 | Advanced Typography | 4.5 |
| ADV 360 | Television Advertising Design | 4.0 |
| MM 200 | Multimedia Design Fundamentals | 8.0 |
| MM 300 | Dynamic Media Interactivity | 8.0 |
| MM 350 | 3D Modeling and Production | 8.0 |
| COM 250 | Proofreading | 4.0 |

Bachelor of Arts Degree (continued)**•Advanced Interactive Computer Graphic Design• 44 Months•**

| | | |
|---------|-------------------------------------|-----|
| CS 110 | Introduction to Microcomputers | 5.0 |
| ART 100 | History of Art | 4.5 |
| ART 104 | Basic Drawing | 6.5 |
| MAT 110 | Math Skills | 4.0 |
| PD 100 | Goal Attainment and Decision Making | 3.5 |
| PD 200 | Job Skills | 3.0 |

•General Education Requirements•

| | | |
|---------|---------------------------------------|-----|
| PSY 101 | Introduction to Psychology | 4.5 |
| ANT 101 | Introduction to Cultural Anthropology | 4.5 |
| MAT 100 | College Math | 4.0 |
| SCI 101 | Scientific and Technologic Literacy | 4.0 |
| HIS 150 | U.S. History and Government | 4.5 |
| ENG 100 | College Writing | 4.0 |
| ENG 200 | Intermediate College Writing | 4.5 |
| COM 210 | Oral Presentation Skills | 4.0 |
| COM 300 | Interpersonal Communications | 4.0 |
| LIT 101 | Introduction to Literature | 4.5 |
| MUS 101 | Introduction to Music | 4.0 |

***Program Total* 200.0**

Bachelor of Arts Degree

•Computer Graphic Design• 48 Months•

Objective: Upon successful completion of this program, the graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the graphic design industry. In addition, he/she will have acquired an education of such a nature as to increase the student's awareness and understanding of the world around him/her. This education will enable the graduate to be a more critical thinker and a better problem-solver. It will allow the graduate to be a more effective designer in an increasingly diverse world. These attributes will also enable the graduate to progress more rapidly through the hierarchy of the graphics business world.

| Course Number | Course Title | Quarter Credit Hrs |
|---------------|--|--------------------|
| GD 101 | Advertising | 6.0 |
| GD 102 | Studio Design | 3.0 |
| GD 103 | Typography | 7.0 |
| GD 106 | Introduction to Design Principles and Color Theory | 6.5 |
| GD 107 | Application of Design Principles and Color Theory | 6.0 |
| GD 300 | Design Practicum | 5.0 |
| GD 360 | Corporate and Brand Identity | 4.0 |
| GD 370 | Graphic Design Drawing | 4.0 |
| GD 380 | Webpage Design | 4.0 |
| GD 390 | Projects in Webpage Design | 4.0 |
| GD 410 | Customer Service and Studio Business | 4.0 |
| GD 420 | Multimedia Design | 4.0 |
| GD 430 | Projects in Multimedia Design | 4.0 |
| GD 450 | Creativity and Concept Generation | 4.0 |
| GD 470 | Computer Illustration | 4.0 |
| GD 475 | Senior Portfolio Development | 4.0 |
| GD 480 | Advanced Layout and Publication Design | 4.0 |
| CS 150 | Basic Keyboarding for Desktop Publishers | 3.0 |
| CS 151 | Intermediate Keyboarding for Desktop Publishers | |
| CS 152 | Advanced Keyboarding for Desktop Publishers | |
| | <i>*Choose either CS 150, 151, or 152</i> | |
| DTP 300 | Concepts in Desktop Publishing | 4.0 |
| CG 200 | Introduction to Computer Graphics | 8.0 |
| CG 300 | Concepts in Computer Graphics | 6.0 |
| EPT 201 | Printing Technologies | 5.0 |
| EPT 202 | Basic System Operation | 5.0 |
| EPT 203 | Digital Input and Color Theory | 5.0 |
| EPT 204 | Digital Output and Resolution | 5.0 |

Bachelor of Arts Degree

•Advertising Graphic Design• 44 Months•

Objective: Upon successful completion of this program, the graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the advertising industry. In addition, he/she will have acquired an education of such a nature as to increase the student's awareness and understanding of the world around him/her. This education will enable the graduate to be a more critical thinker and a better problem-solver. It will allow the graduate to be a more effective designer in an increasingly diverse world. These attributes will also enable the graduate to progress more rapidly through the hierarchy of the graphics business world.

| Course Number | Course Title | Quarter Credit Hrs |
|---------------|--|--------------------|
| GD 101 | Advertising | 6.0 |
| GD 102 | Studio Design | 3.0 |
| GD 103 | Typography | 7.0 |
| GD 106 | Introduction to Design Principles and Color Theory | 6.5 |
| GD 107 | Application of Design Principles and Color Theory | 6.0 |
| GD 300 | Design Practicum | 5.0 |
| GD 450 | Creativity and Concept Generation | 4.0 |
| ADV 320 | History of Advertising | 4.0 |
| ADV 330 | Advanced Advertising Design | 4.0 |
| ADV 340 | Point-of-Purchase and Collateral Design | 4.0 |
| ADV 350 | Campaign Design | 4.0 |
| ADV 360 | Television Advertising Design | 4.0 |
| ADV 400 | Advanced Market Indication | 4.0 |
| ADV 410 | Advertising Business Practices | 4.0 |
| ADV 420 | Marketing for Advertisers | 4.0 |
| ADV 430 | Mass Communications Theory and Media Buying | 4.0 |
| ADV 440 | Webpage Advertising Design | 4.0 |
| CS 150 | Basic Keyboarding for Desktop Publishers | 3.0 |
| CS 151 | Intermediate Keyboarding for Desktop Publishers | |
| CS 152 | Advanced Keyboarding for Desktop Publishers | |
| | <i>*Choose either CS 150, 151, or 152</i> | |
| DTP 300 | Concepts in Desktop Publishing | 4.0 |
| CG 200 | Introduction to Computer Graphics | 8.0 |
| CG 300 | Concepts in Computer Graphics | 6.0 |
| EPT 201 | Printing Technologies | 5.0 |
| EPT 202 | Basic System Operation | 5.0 |
| EPT 203 | Digital Input and Color Theory | 5.0 |
| EPT 204 | Digital Output and Resolution | 5.0 |

Bachelor of Arts Degree (continued)
•Advertising Graphic Design• 44 Months•

| | | |
|---------|-------------------------------------|-----|
| TYP 300 | Advanced Typography | 4.5 |
| COM 250 | Proofreading | 4.0 |
| COM 350 | Copywriting | 4.0 |
| CS 110 | Introduction to Microcomputers | 5.0 |
| ART 100 | History of Art | 4.5 |
| ART 104 | Basic Drawing | 6.5 |
| MAT 110 | Math Skills | 4.0 |
| PD 100 | Goal Attainment and Decision Making | 3.5 |
| PD 200 | Job Skills | 3.0 |

•General Education Requirements•

| | | |
|---------|---------------------------------------|-----|
| PSY 101 | Introduction to Psychology | 4.5 |
| ANT 101 | Introduction to Cultural Anthropology | 4.5 |
| MAT 100 | College Math | 4.0 |
| SCI 101 | Scientific and Technologic Literacy | 4.0 |
| HIS 150 | U.S. History and Government | 4.5 |
| ENG 100 | College Writing | 4.0 |
| ENG 200 | Intermediate College Writing | 4.5 |
| COM 210 | Oral Presentation Skills | 4.0 |
| COM 300 | Interpersonal Communications | 4.0 |
| LIT 101 | Introduction to Literature | 4.5 |
| MUS 101 | Introduction to Music | 4.0 |

***Program Total* 204.0**

The School of Nursing at Platt College

The Bachelor of Science in Nursing is approved by the Colorado State Board of Nursing (June 22, 2005) and is included within the scope of institutional accreditation by the Accrediting Commission of Career Schools and Colleges of Technology (August 30, 2005).

Our Mission

The mission of The School of Nursing is to provide high quality, values-centered, professional nursing education. We challenge students to search for better solutions while promoting personal and professional integrity and utilization of evidence to provide competent, safe, and effective care for individuals, families, groups, communities and populations.

Our Vision

We, the faculty at the School of Nursing at Platt College, will seek to instill in each nursing student a foundation of knowledge and skills necessary to meet the ever changing societal healthcare needs by encouraging personal development of a desire for life-long learning and a passion for nursing practice.

Our Core Values

The School of Nursing at Platt College places high value on:

Excellence in the Learning Process

- The School of Nursing values the role that faculty play in individualizing instruction, encouraging critical thinking, stimulating creativity, and providing high quality, student-centered academic instruction with an information literacy focus.

Personal Development

- The School of Nursing is committed to the intellectual and personal growth of faculty, staff, and students.

Community

- The School of Nursing is committed to being a caring campus community of students, faculty, and staff to work collaboratively to foster leadership and development. We endeavor to provide highly educated, employment-ready, culturally humble, diverse professional graduates to meet the needs of a global community.

Ethics and Integrity

- The School of Nursing promotes a strong work ethic and places fairness, objectivity, transparency, and accountability at the forefront of its policies and procedures in all aspects of The School of Nursing.

Diversity

- The School of Nursing embraces diversity in cultural backgrounds, personal characteristics and choices while recognizing the free expression of ideas, opinions, and differences in people, and respecting the rights of students, faculty, and staff.

Our Purpose

The purpose of The School of Nursing is to serve students, the nursing profession, health care organizations, patients and clients receiving care and a global society for professional nurses, by providing a learning environment that is individualized, innovative, supportive, and motivating to a culturally diverse student population.

Our Philosophy

This we believe:

- That there is a linkage between The School of Nursing's philosophy and that of the College's mission which in turn drives the development of our standards and goals.
- Our program content and outcomes reflect the philosophy statements of Platt College.
- We are an educational institution committed to empowering students to respond to the changing needs of a diverse society while emphasizing esprit-de-corps and excellence.

- We provide students with opportunities to develop knowledge, skills, values, and relationships for entry into the nursing profession, for passage from novice competencies to critical thinking and problem solving throughout their career as leaders and managers in the world of health care.

Further, we embrace the following fundamental beliefs concerning the nature of the person, of education, of baccalaureate nursing, wellness and illness, and environment, which frame our nursing program:

- **Each person is unique and has intrinsic worth.**

Each person is a holistic being with biological, psychological, and social needs that are shaped by cultural and spiritual belief systems within a dynamic environment. Culturally transmitted values and beliefs are at the core of life choices within every society. Throughout the life span, the individual lives as a member of society, creating and adapting within that context. The term person can be applied to the individual, families, groups, communities, or populations.

- **Education is a life-long process.**

Formal education integrates a liberal arts and sciences background as a foundation for baccalaureate nursing education. Nursing education in a college setting provides the opportunity to acquire the knowledge

and competency required of a professional nurse. As a life-long process, learning is characterized by maturation and individuation, interaction and reflection. Learning has both practical and theoretical aspects, is a dynamic, interactive process that occurs both formally and informally, and demands the engagement of both the teacher and the learner in a mutually respectful relationship. The teacher is a mentor and a role model who facilitates the development of critical thinking skills and related clinical reasoning that form the basis for safe, competent nursing practice. The School of Nursing at Platt College believes that the baccalaureate degree is the standard of entry into the nursing profession.

- **Concepts of nursing paradigms as well as new and developing knowledge are reflected in our nursing curriculum.**

Nursing is a discipline with an evolving body of knowledge, and a profession whose goal is the protection, promotion, and optimization of health abilities; the prevention of illness and injury; the alleviation of suffering through the diagnosis and treatment of human response; and advocacy in the care of individuals, families, groups, communities, and populations.

The baccalaureate-prepared professional nurse possesses the cognitive characteristics of

communicator, critical thinker, decision-maker, problem solver, and team member. Affectively, the professional nurse demonstrates caring, empathy, and advocacy for the patient population under his/her care. The professional nurse is able to demonstrate safe and effective nursing care of patients through demonstration of competent psychomotor skills. The professional nurse is committed to the nursing profession and life-long learning.

- **Wellness and illness are multidimensional, ever changing concepts integral to nursing practice.**

The person constantly encounters external and/or internal stimuli that influence his/her ability to adapt on a health continuum between wellness and illness. Wellness and illness, as lived experiences, are defined by the person and by society. A lack of the ability to promote personal well-being constitutes illness. Achieving an optimal state of wellness is the right of every individual, family, or community.

- **The environment is all that surrounds a person.**

The environment is all conditions, circumstances, and influences surrounding and affecting development and behavior of persons and groups, with particular consideration to the stewardship of

resources. A favorable environment enhances the wellness of the person.

Our Outcomes

Upon completion of the baccalaureate nursing program the student will be prepared to function as a:

Provider of Care Role

- The nurse, demonstrating caring, critical thinking, clinical judgment, and communication skills assists the individuals, families, groups, communities, and populations to identify and meet basic health needs in a wide variety of settings across the lifespan and continuum of care.
- The nurse collaboratively plans cost-effective, safe, high quality nursing care using a culturally humble, competent, and interdisciplinary approach to nursing care based on evidence that contributes to safe patient /client outcomes within healthcare systems and which reflect the goals and preferences of individuals, families, groups, communities, and populations.
- The nurse implements holistic, evidenced-based and patient-centered care for acute and chronic conditions across the health-illness continuum and diverse populations, throughout the lifespan and in all healthcare environments that reflects an understanding of the liberal arts and sciences, and basic competence in technical skills, which includes the use

of nursing informatics, as well as the application of technologies to patient care.

Teacher Role

- The nurse provides individuals, family, group, community, and population-based education in a variety of environments to promote, prevent, maintain, and restore health from birth to death.
- The nurse promotes a caring environment; the nurse provides culturally humble learning activities while effectively utilizing resources and current technologies.

Manager of Care Role

- The nurse, as manager, works collaboratively to achieve the desired outcomes of quality care, fiscal responsibility, and patient/client satisfaction by coordinating care of individuals, families, groups, communities, and populations through effective use of technology, resources, and information systems.
- The nurse applies leadership concepts, skills, and decision making strategies in the provision of high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings.
- The nurse will apply an understanding of how healthcare policy is both developed and changed, and how that process influences the nature, quality,

and safety of the practice environment.

Member of the Profession Role

- The nurse is accountable for the ethical, legal, and professional responsibilities related to nursing practice and is able to demonstrate tolerance and the ability to adapt to ambiguity and unpredictability of the world and its effect on the healthcare system as related to nursing practice.
- The nurse is committed to lifelong learning, including career planning, which increasingly includes graduate level study.

Advocate Role

- The nurse demonstrates a leadership role to promote a climate in which individuals, families, groups, communities, or populations act in their own interest, including accessing available resources, and intervenes when they are unable to act in their own interest.
- The nurse discusses the implications of healthcare policy on issues of access, equity, affordability, and social justice in healthcare delivery and the health care trends of a global society.

Bachelor of Science Degree in Nursing

35 Months – Program length may vary due to clinical site availability and scheduled breaks.

Admissions Requirements – The School of Nursing

The minimum requirement for admission into the Nursing program is that you are a high school graduate and that you pass an entrance test.

The General Education Development (GED) Test or an accredited home study course will substitute for a high school diploma.

The selection of nursing student applicants is the decision of the Admissions Committee. Each application is reviewed and evaluated for the purpose of selecting applicants who are academically qualified and demonstrate the potential to succeed in the Bachelor of Science in Nursing program.

All applicants will receive notification of acceptance, waiting list placement for the next class, or denial of acceptance.

All admission requirements **MUST** be met and all documentation must be present in the applicant's file in order for the student to be admitted into the nursing program. The applicant is responsible for any fees incurred related to meeting admission requirements.

Application Process – The School of Nursing

1. Applicant attends an information session.
 - Tour of School of Nursing and Platt College
 - Explanation of BSN degree requirements
 - Review of curriculum
 - Discussion of clinical placement requirements (site availability and travel)
 - Overview of anticipated financial costs of program
 - Issuance of admission packet for those interested in the program
 - Interested attendees schedule the entrance test appointment
2. Applicant legibly completes an application form and the disclosure and release form and submits them with the application fee prior to taking the entrance test.
3. Applicant passes entrance test as determined by the Dean of Nursing and BSN Administrative Coordinator.
4. Applicant will bring a letter of recommendation from current employer in a sealed envelope and their essay (see below) to the interview. Prior to the interview the

applicant will complete the background check and submits official transcripts directly to the School of Nursing from all college(s) attended.

Official Transcripts: Please mail to:

The School of Nursing at Platt College
3100 S. Parker Road
Aurora, CO 80014
Attn: BSN Administrative Coordinator

5. Applicant submits a 1-2 page typed and double spaced short essay addressing the following questions at the interview:
 - What are your career goals in nursing?
 - What life experiences have you had that will contribute to your achieving your career goals such as healthcare employment, family experiences with illness, volunteer experiences in healthcare, learning experiences, etc.
6. Applicant participates in an admission interview.
7. Applicant passes 7 year background check per policy.
8. If applicant is an international student: the following admission requirements must also be met:
 - A copy of a valid educational visa. International students

must provide documentation to prove that sufficient funds are available to cover all tuition, fees, supplies and living costs prior to acceptance.

- TOEFL iBT score with total score of 85 with the following minimal score range for:
 - i. Listening – score range 20 or higher
 - ii. Reading – score range 25 or higher
 - iii. Speaking – score range 20 or higher
 - iv. Writing – score range 20 or higher
- TOEFL score is valid within two years from the test date.

Enrollment Procedures – The School of Nursing

The applicant must contact the School of Nursing within 10 days of receiving notification of acceptance regarding his/her intent to attend the program. Any applicant, who fails to contact the School of Nursing within 10 days, forfeits his/her acceptance to the program and an applicant on the waiting list will be immediately contacted.

It is extremely important the School of Nursing has accurate mailing and phone contact information for this process to be conducted accurately and timely.

The following documentation must be received by the BSN Administrative Coordinator, no later than one week prior to

the first day of class. This documentation is required by our clinical practice site partners and meeting them is not negotiable. Any cost incurred is the responsibility of the nursing student. Failure to comply with these clinical documentation requirements can result in the nursing student being removed from clinical rotation, course failures and delayed program completion.

1. Completed Health Physical Forms provided by the School of Nursing at Platt College.
2. Student demonstrates passing a drug screening test per policy prior to beginning the program. Failure of the screening may result in expulsion from the program. Refer to *Platt College Drug and Alcohol* abuse policies & procedures.
3. Current American Heart Association Basic Life Support (BLS) CPR for Healthcare Providers that is effective for at least one year.
4. Copy of current Tuberculin Skin Test - negative PPD, required annually /or/ negative Chest X-Ray in compliance with affiliation agreement.
5. Copy of two Measles, Mumps, & Rubella (MMR) immunizations or positive titer.
6. Copy of Varicella (Chicken Pox) immunization, positive titer or positive history of chickenpox.

7. Copy of Hepatitis B Completed Series (3 immunizations), immunization in progress, positive titer (HbsAB), or signed declination.
8. Copy of Tetanus/ Diphtheria (Td) required every 10 years (*See below for additional information).
9. Provide copy of documents providing proof of current personal health insurance coverage.
10. Proof of Liability and Malpractice Insurance required for healthcare agency affiliation agreements. This is purchased through the School of Nursing at Platt College.
11. Evidence of Worker's Compensation coverage per Colorado law. This is purchased through the School of Nursing at Platt College.
12. Student meets with Financial Aid Department representative and able to meet financial aid requirements and complete Financial Aid process approval.
13. Verification of Lawful Presence in the United States and Proficiency in written and oral English.
14. Provide healthcare certifications or licensures (copies) if applicable.

15. Student attends the School of Nursing at Platt College nursing student orientation.
16. Students must submit a copy of their high school transcript or copy of GED.

Recommendation: If it has been 2 years since the last Td, the CDC recommends a Tdap booster. The Tdap booster is currently only given once; thereafter Td is required every 10 years.

Statement of Satisfactory Progress – The School of Nursing

Satisfactory Academic Progress is defined as progression through the academic program within a prescribed time frame while maintaining a sufficient grade point average to demonstrate growth in knowledge and skills. Lack of satisfactory progress may jeopardize the student's ability to complete the program. Platt College expects students to progress through the Program based on satisfactory progression standards.

Federal regulation requires that a student receiving any financial assistance from any state or federal aid programs must be making Satisfactory Progress as determined by the institution from which such aid is received.

Students at Platt College will have their Satisfactory Progress measured on their grade point average and credit hours offered.

A student in the Nursing Program must maintain a minimum grade point average of 2.75 at the end of the first twenty-five percent

(25%) of their program and also a 2.75 at the midpoint of their program. He/she must also achieve a 2.75 grade point average upon graduation in order to be attaining Satisfactory Progress.

Academic Probation

A student whose cumulative grade point average drops below 2.75 at the end of the first twenty-first percent (25%) of their program will be placed on Academic Probation. The student will have the next quarter to raise his/her cumulative GPA to 2.75 program requirement. Students who are placed on Academic Probation will be notified in writing by the Registrar. After notification, the student must make an appointment with

Complete an Exit Interview with all designated administrators prior to the last scheduled day of class.

Be enrolled in Platt College courses during the term in which he/she intends to graduate.

Complete a minimum of 50% of the credits required for the program of enrollment at Platt College.

the Associate Dean of Nursing for academic advising.

Complete the nursing program within 1.5 times the total program length in duration or credit hours.

Progression and Graduation – The School of Nursing

In order to graduate from the School of Nursing at Platt College, students must:

Complete a minimum of 201 quarter credit hours of approved course work for the Bachelor of Science in Nursing Degree.

Pass all courses with a minimum GPA of “C” and maintain a 2.75 GPA.

Degree Awarded

Upon successful completion of all graduation requirements and satisfaction of all financial obligations, the graduate will be awarded the Bachelor of Science in Nursing (BSN) degree.

The nursing graduate must apply for and complete the Nation Council Licensure Examination (NCLEX-RN) following graduation in order to be licensed and eligible to begin practice as a professional Registered Nurse (RN).

Bachelor of Science Degree

•Nursing• 35 Months•

Objective: Upon successful completion of this program, the graduate will have gained the cognitive, affective, and psychomotor skills necessary to obtain an entry-level professional nursing position in a healthcare setting. In addition, he/she will have acquired an education of such a nature as to increase the student's awareness and understanding of the world around him/her. This education will enable the graduate to be a more critical thinker and better problem-solver. It will allow the graduate to be a more effective registered nurse in an increasingly diverse world.

| Course Number | Course Title | Quarter Credit Hrs |
|---------------|--|--------------------|
| NSG 231 | Nursing Process and Contemporary Nursing Practice | 3.0 |
| NSG 232 | Basic Principles of Patient Centered Care | 4.0 |
| NSG 232 L | Laboratory, Basic Principles of Patient Centered Care | 2.0 |
| NSG 232 P | Practicum, Basic Principles of Patient Centered Care | 1.0 |
| NSG 233 | Nursing Care of the Aging Adult | 1.0 |
| NSG 247 | Ethical Concerns Impacting Nursing Practice | 1.0 |
| NSG 248 | Legal Issues Impacting Nursing Practice | 2.0 |
| NSG 250 | Advanced Principles of Patient Centered Care | 3.0 |
| NSG 250 L | Laboratory, Advanced Principles of Patient Centered Care | 2.0 |
| NSG 250 P | Practicum, Advanced Principles of Patient Centered Care | 1.0 |
| NSG 282 | Health Assessment & Health Promotion | 3.0 |
| NSG 282 L | Laboratory, Health Assessment & Health Promotion | 2.0 |
| NSG 282 P | Practicum, Health Assessment & Health Promotion | 1.0 |
| NSG 290 | Pharmacology | 4.0 |
| NSG 312 | Nursing Care of the Childbearing Family | 4.0 |
| NSG 312 L | Laboratory, Nursing Care of the Childbearing Family | 1.0 |
| NSG 312 P | Practicum, Nursing Care of the Childbearing Family | 2.0 |
| NSG 345 | Nursing Care of Families and Cultures | 3.0 |
| NSG 348 | Critical Thinking and the Nursing Process | 3.0 |
| NSG 382 | Nursing Care of the Community | 4.0 |
| NSG 382 P | Practicum, Nursing Care of the Community | 3.0 |
| NSG 385 | Child-Adult Nursing I | 4.0 |
| NSG 385 P | Practicum, Child-Adult Nursing I | 3.0 |
| NSG 386 | Child-Adult Nursing II | 4.0 |
| NSG 386 P | Practicum, Child-Adult Nursing II | 3.0 |
| NSG 387 | Child-Adult Nursing III | 4.0 |
| NSG 387 P | Practicum, Child-Adult Nursing III | 3.0 |

Bachelor of Science Degree (continued)**•Nursing• 35 Months•**

| | | |
|-----------|---|-----|
| NSG 388 | Nursing Persons with Mental Health Impairments | 4.0 |
| NSG 388 P | Practicum, Nursing Persons with Mental Health Impairments | 2.0 |
| NSG 410 | High Acuity Principles of Patient Centered Care | 4.0 |
| NSG 420 | High Acuity Nursing Care | 4.0 |
| NSG 420 P | Practicum, High Acuity Nursing Care | 3.0 |
| NSG 451 | Nurses as Leaders | 3.0 |
| NSG 451 P | Practicum, Nurses as Leaders | 3.0 |
| NSG 452 | Capstone: Transition to Professional Nursing | 3.0 |
| NSG 452 L | Laboratory, Capstone: Transition to Professional Nursing | 1.0 |
| NSG 452 P | Practicum, Capstone: Transition to Professional Nursing | 6.0 |
| NSG 460 | Research Methods for Evidence-Based Nursing Practice | 4.0 |

•General Education Requirements•

| | | |
|----------------------|---|--------------|
| PSY 101 | Introduction to Psychology | 4.5 |
| PSY 151 | Human Growth & Development | 5.0 |
| SOC 101 | Introduction to Sociology | 4.5 |
| MAT102 | College Algebra | 4.5 |
| STAT 250 | Statistics for Health Sciences | 5.0 |
| CS 110 | Introduction to Microcomputers | 5.0 |
| BIOL 112 | Nutrition in Health & Illness | 5.0 |
| BIOL 206 | Introduction to Microbiology | 5.0 |
| BIOL 206 L | Laboratory, Introduction to Microbiology | 1.0 |
| BIOL 223 | Human Anatomy & Physiology I | 5.0 |
| BIOL 223 L | Laboratory, Human Anatomy & Physiology I | 1.0 |
| BIOL 224 | Human Anatomy & Physiology II | 5.0 |
| BIOL 224 L | Laboratory, Human Anatomy & Physiology II | 1.0 |
| BIOL 300 | Pathophysiology | 5.0 |
| BIOL 300 L | Laboratory, Pathophysiology | 1.0 |
| CHEM 121 | General Chemistry | 5.0 |
| CHEM 121 L | Laboratory, General Chemistry | 1.0 |
| SCI 101 | Scientific and Technologic Literacy | 4.0 |
| HIS 150 | U.S. History and Government | 4.5 |
| ENG 100 | College Writing | 4.0 |
| COM 210 | Oral Presentation Skills | 4.0 |
| COM 300 | Interpersonal Communications | 4.0 |
| PD 250 | Critical Thinking | 4.5 |
| ART 100 | History of Art | 4.5 |
| Program Total | | 201.0 |

Course Descriptions

ADV 320 4.0 Credits

History of Advertising

This course traces the development of advertising from its beginnings in the Industrial Revolution through changing technology in print and changes in design; examines the effects of television and large advertising agencies and concludes with a discussion of the Web and advertising.

ADV 330 4.0 Credits

Advanced Advertising Design

Students will sharpen their abilities to create effective and powerful advertising concepts in a variety of media. Class assignments will emphasize presentation techniques, as well as creativity and execution.

ADV 340 4.0 Credits

Point-of-Purchase and Collateral Design

The topics of sales promotion and merchandising for existing and new products are examined as they relate to the advertising and marketing business.

ADV 350 4.0 Credits

Campaign Design

The course examines the basic elements of successful advertising campaigns. Through examples and homework projects, students will learn to distinguish and create campaigns that produce results.

ADV 360 4.0 Credits

Television Advertising

This course focuses on how TV advertising differs from print advertising. Students will learn to produce TV advertising concepts and

take them through the post-production process.

ADV 400 4.0 Credits

Advanced Marker Indication

This course is a continuation of marker rendering learned in basic drawing. It emphasizes using markers to indicate advertising concepts and gives students the opportunity to increase production speed.

ADV 410 4.0 Credits

Advertising Business Practices

This course examines the ways the various departments of an advertising agency interact with each other and the client. Understanding how the graphic designer fits into the entire process is vital to the designer's and business' success.

ADV 420 4.0 Credits

Marketing for Advertisers

Advertising is a major tool of marketing. This course discusses modern marketing theory and practice as it relates to the design of advertising campaigns.

ADV 430 4.0 Credits

Mass Communication Theory & Media Buying

Mass communications media are the vehicles of modern advertising. This course examines theory of mass media communication and how advertisers buy mass media time and space.

ADV 440 4.0 Credits

Webpage Advertising Design

Web pages are the newest mass medium available to advertisers. This course delineates the different techniques and problems

associated with effective Webpage advertising campaigns.

ANT 101 **4.5 Credits**

Cultural Anthropology

This course studies human culture patterns and learned behavior. It includes linguistic, social, and political organizations, economic systems, religion, art, cultural change, and applied anthropology. Cultural Anthropology deals with important issues of cultural diversity, cultural relativism and promotes an understanding of the many ways to be human.

ART 100 **4.5 Credits**

History of Art

This course surveys art forms from ancient times throughout the 20th Century, providing the background to understanding the visual arts.

ART 101 **4.5 Credits**

History of Modern Art

This course is a survey of the major modern art movements including Fauvism, Expressionism, Cubism, Futurism, Surrealism, and Abstract Expressionism.

ART 104 **6.5 Credits**

Basic Drawing

This course is a survey of color theory, composition, perspective, sketching, shading, and contour and figure drawing as they relate to the graphic artist.

BIOL 112 **5.0 Credits**

Nutrition in Health and Illness

This course introduces the student to the fundamental principles of nutrition in health and illness throughout the lifespan. Analysis of personal dietary habits and behavior in

relation to basic human nutritional needs and food composition as well as health promotion strategies will be explored.

BIOL 206 **5.0 Credits**

Introduction to Microbiology

An introductory course related to biology and classification of microorganisms, their interrelationship with other bacteria, animals, and humans. Content includes viruses, rickettsia, protozoans, and parasites. Pre-requisites: BIOL 223/223L; BIOL 224/224L. Co-requisite: BIOL 206L.

BIOL 206L **1.0 Credit**

Laboratory, Introduction to Microbiology

Students apply learned concepts and principles in BIOL 206 to simulated laboratory situations.

Pre-requisites: BIOL 223/223L; BIOL 224/224L. Co-requisite: BIOL 206.

BIOL 223 **5.0 Credits**

Human Anatomy and Physiology I

Study of human anatomy and physiology designed for students who require a thorough understanding of the structural and functional aspects of the human body across the lifespan. The student will study cellular, tissue, organ, and organ system. Co-requisite: BIOL 223L.

BIOL 223L **1.0 Credit**

Laboratory, Human Anatomy and Physiology I

Students apply learned concepts and principles in BIOL 223 to simulated laboratory situations. Co-requisite: BIOL 223.

BIOL 224 **5.0 Credits**
Human Anatomy and Physiology II
 Continued study of human anatomy and physiology designed for students who require a thorough understanding of the structural and functional aspects of the human body across the lifespan. The student will study cellular, tissue, organ and organ system that comprise the human being. The content has been divided into BIOL 223 & BIOL 224. Pre-requisite: BIOL 223/223L. Co-requisite: 224L

BIOL 224L **1.0 Credit**
Laboratory and Human Anatomy and Physiology II
 Student apply learned concepts and principles in BIOL 224 to simulated laboratory situations. Pre-requisite: BIOL 223/223L. Co-requisite: 224.

BIOL 300 **5.0 Credits**
Pathophysiology
 This course will provide the student with conceptual and theoretical information applicable to pathological conditions resultant in physiologic alterations across the lifespan. Mechanisms of production of signs and symptoms of different disease syndromes will be discussed. A body systems approach will allow the students to understand the mechanisms underlying the disease and the clinical manifestations exhibited. Pre-requisite: 223/223; 224/224L. Co-requisite: BIOL 300L.

BIOL 300L **1.0 Credits**
Laboratory, Pathophysiology
 Students apply learned concepts and principles in BIOL 300 to simulated laboratory situations using critical thinking

skills. Pre-requisite: 223/223; 224/224L. Co-requisite: BIOL 300.

CHEM 121 **5.0 Credits**
General Chemistry
 This course will provide the student with a general overview of chemistry concepts and theories. The student will study matter, atoms, elements, compounds and reactions. Pre-requisite: 223/223; 224/224L. Co-requisite: CHEM 121L.

CHEM 121L **1.0 Credit**
Laboratory, General Chemistry
 Students apply learned concepts and principles in CHEM 121 to simulated laboratory situations. Pre-requisite: 223/223; 224/224L. Co-requisite: CHEM 121.

CG 200 **8.0 Credits**
Introduction to Computer Graphics
 Upon completion of this course the student understands the fundamentals of drawing and designing in a vector environment, painting and compositing images in a bit-mapped environment, and the mechanics of photo enhancement and manipulation.

CG 300 **6.0 Credits**
Concepts in Computer Graphic Design
 Upon completion of this course the student is competent at an entry level in page layout and design, integrating text and graphics files and designing computer generated presentations.

COM 102 **4.0 Credits**
Oral Business Communication
 This course provides students with an understanding of oral communication theory. Students receive practice in several types of business communications, including

presentations for meetings and conferences. Visual aids are also employed.

COM 200 **4.5 Credits**
Copywriting

This course is an introduction to the basics of copywriting for the print media. Topics covered include writing print advertising, direct mail letters, brochures, catalogs and other sales literature.

COM 210 **4.0 Credits**
Oral Presentation Skills

This course provides students with an understanding of oral communication theory. Students receive practice in several types of business communication common in the graphic design industry, including proposal presentation and portfolio presentation.

COM 240 **4.5 Credits**
Communication in Work Groups

This course is designed to help the professional to better understand the issues of communicating with customers, clients, co-workers and team members in a work-related setting.

COM 250 **4.0 Credits**
Proofreading

The student develops skills in proofreading type. Proofing and correcting page layouts, proofreader's marks, grammar, punctuation and spelling.

COM 300 **4.0 Credits**
Interpersonal Communications

Students will examine fundamental dimensions of interpersonal communication, including a model of the interpersonal process, listening, language, perception,

communication climate and competencies. These concepts will then be discussed in terms of communication with superiors and subordinates, peers and team members, and difficult people.

COM 310 **4.5 Credits**
Public Relations

A survey of the public relations function, the working of media, public relations writing, fund raising and planning effective public relations for entrepreneurs and start-up businesses.

COM 350 **4.0 Credits**
Copywriting

This course focuses on translating marketing objectives into creative and effective messages. Topics include indentifying the audience and the proposition, maximizing the creative process, evaluating advertising effectiveness and maintaining motivation when creative ideas are rejected.

CS 110 **5.0 Credits**
Introduction to Microcomputers

This course gives students a basic understanding of computer concepts and terminology; computer hardware; printers and peripherals; systems software; vector and raster graphics; and computer operations and file management.

CS 112 **4.0 Credits**
Desktop Publishing

This course offers students practice in producing computer generated, printed communication products using text and graphics.

CS 150 **3.0 Credits**
Basic Keyboarding for Desktop Publishers

This course presents the computer keyboard as a vital tool for the graphic designer. Topics include: keyboarding for special design situations, the keyboard and character sets, fundamentals of word processing for graphic arts, and keyboarding for speed and accuracy.

CS 151 **3.0 Credits**
Intermediate Keyboarding for Desktop Publishers

This course addresses the same topics as CS 150, but has a prerequisite of keyboarding speed of 35 correct words per minute.

CS 152 **3.0 Credits**
Advanced Keyboarding for Desktop Publishers

This course addresses the same topics as CS 150, but has a prerequisite of a keyboarding speed of 60 correct words per minute.

DTP 100 **3.0 Credits**
Basic Keyboarding for Desktop Publishers

This course deals with the desktop computer keyboard as a vital tool for the computer graphic designer. It addresses the topics of keyboarding for special graphic arts situations, the keyboard and character sets, fundamentals of word processing text for graphic arts, and keyboarding for speed and accuracy.

DTP 150 **3.0 Credits**
Intermediate Keyboarding for Desktop Publishers

This course addresses the same topics as DTP 100, but has a prerequisite of keyboarding speed of 35 correct words per minute.

DTP 200 **3.0 Credits**
Advanced Keyboarding for Desktop Publishers

This course addresses the same topics as DTP 100, but has a prerequisite of a keyboarding speed of 60 correct words per minute.

DTP 210 **5.0 Credits**
Introduction to Desktop Computers

This course gives students an understanding of basic computer concepts and terminology; computer hardware; printers and peripherals, system software; vector and raster graphics; and computer operation and file management.

DTP 250 **4.0 Credits**
Proofreading for Desktop Publishers

Here the student develops skills in proofreading type. Proofing and correcting page layouts, proofreader's marks, grammar, punctuation and spelling.

DTP 300 **4.0 Credits**
Concepts in Desktop Publishing

Using the desktop computer, the student becomes familiar with concepts in page layout and design; system configurations and networking; and fonts, utilities and file management.

ECO 150 **4.5 Credits**
Consumer Economics

A survey of basic consumer concepts, plus analytical and decision-making skills the student will need to employ this knowledge.

ENG 100 **4.0 Credits**
College Writing

Your professional image is often established through written documents. This course

improves the student's writing skills through writing exercises. The student will master the principles of English grammar, including sentence patterns and parts, punctuation, parallel structure, active and passive voice and subject-verb agreement.

ENG 150 **2.0 Credits**
Directed Studies in Grammar and Writing Skills for the Health Professional

This course is designed to provide the student who has identified a learning need with an individual experience. The course objectives and methodology for meeting them will be determined between the student and the nursing instructor.

ENG 200 **4.5 Credits**
Intermediate College Writing

This course focuses on expository writing with emphasis on development and organization. Different organizational styles for a different writing purpose will be addressed with particular attention to research papers and the persuasive process.

EPT 201 **5.0 Credits**
Printing Technologies

This course provides an understanding of various printing methods, the limitations of their uses in relation to design and production; the paper-making process, paper types and weights reaction to inks, in relation to design and print; the use of dies, embosses, foils, cuts and other finishing methods to enhance design; imposition procedures; bindery methods in relation to print and design; and standard proofing methods.

EPT 202 **5.0 Credits**
Basic System Operation

This course covers the Macintosh OS, hardware components of a computer, software installation, and basic networking concepts providing the student with the ability to troubleshoot and correct errors, and maintain system integrity.

EPT 203 **5.0 Credits**
Digital Input and Color Theory

This course covers digital input hardware options; color theory basics, including color-management terms and application to computer-generated graphics and monitor calibration; color adjustments and corrections for offset printing in various color modes.

EPT 204 **5.0 Credits**
Digital Output and Resolution

This course prepares the student for professional digital output, including: an understanding of the meaning of resolution, both in terms of device and image resolutions; preflighting digital documents; working with service providers; the use of Postscript and PDF workflows; font technologies and management; trapping and techniques.

GD 101 **6.0 Credits**
Advertising

This course provides an understanding of advertising strategies as they relate to the graphics industry. The course emphasizes newspaper and magazine graphics, advertising, campaigns, strategies and a working knowledge of the advertising design industry.

GD 102 **3.0 Credits****Studio Design**

This is a hands-on, practical course in developing brochures and corporate identity packages.

GD 103 **7.0 Credits****Typography**

This course gives students the opportunity to develop an understanding of and skill in using typography in inking and hand lettering, composing techniques, letter spacing, logo design and designing with type.

GD 104 **6.5 Credits****Rendering**

This course is a survey of color theory, rapid viz composition, perspective, sketching and shading, and contour and figure drawing as they relate to the graphics industry.

GD 105 **6.0 Credits****Production Design Principles**

Here the student is exposed to of design problems that will serve as a foundation to more advanced and complex graphic design projects. He/she will apply design principles, color theory and typographic solutions to such projects as package design, 3 and 4-panel brochures, multipage, newsletters, poster and editorials.

GD 106 **6.5 Credits****Introduction to Design Principles and Color Theory**

The student will learn and be able to apply fundamental design principles and color theories to a variety of printed materials, including posters, advertisements, newsletters, editorials, brochures and other promotional pieces. The student will learn and be able to

apply a basic understanding of color theory and harmony to his/her designs. The student will be able to define and use industry-standard design and color terms.

GD 107 **6.0 Credits****Application of Design Principles and Color Theory**

Here the student is exposed to a combination of design problems that will serve as a foundation to more advanced and complex graphic design projects. He/she will apply design principles, color theory and typographic solutions to such projects as package design, 3 and 4-panel brochures, multipage newsletters, posters and editorials.

GD 200 **3.0 Credits****Job Skills**

This course develops the student's ability to create resumes, cover letters and a job-hunting plan. It emphasizes interviewing skills and compiling a portfolio for interview presentation.

GD 300 **5.0 Credits****Design Practicum**

This course familiarizes the student with all aspects of a complete printing job. The student will plan, design, estimate, price and present an original print job.

GD 311 **4.5 Credits****Survey of the Printing Industry**

This course explains the terms and procedures basic to the printing industry, including printing, technologies, color printing, inks, imposition, folding and binding.

- GD 312** **4.5 Credits**
Paper and Printing Estimating
 This course surveys papermaking, paper characteristics, printing papers, choosing the right paper for each job, figuring sheet sizes, identifying and pricing.
- GD 360** **4.0 Credits**
Corporate and Brand Identity
 Corporate symbol, logos, stationary, brochures and their grids, packaging, vehicle graphics, signage, advertising, etc., will be explored. Students will be required to analyze and define the chief needs and characteristics of companies through direct contact and personal research.
- GD 370** **4.0 Credits**
Graphic Design Drawing
 This course is designed to help each student develop his or her creative imagination. Through drawing, the student will learn to convey ideas and feelings in new and unique ways.
- GD 380** **4.0 Credits**
Webpage Design
 Excellent graphic design for the Web poses unique problems and solutions. This course will examine the graphic techniques which are most effective within the technologic confines of the Web.
- GD 390** **4.0 Credits**
Projects in Webpage Design
 This course will examine how to apply the graphic techniques which are most effective within the technologic confines of the Web.

- GD 410** **4.0 Credits**
Customer Service and Studio Business
 An overview of customer-client relationships from both the consumer's and employer's perspectives. It also addresses job bidding, meeting deadlines and studio business practices.
- GD 420** **4.0 Credits**
Multimedia Design
 This course is a survey of multimedia design principles, two and three dimensional animation, image, sound and video acquisition.
- GD 430** **4.0 Credits**
Projects Multimedia Design
 This course will examine how to apply multimedia design principles to project planning and production.
- GD 450** **4.0 Credits**
Creativity and Concept Generation
 This course will examine specific tools that students can use to increase their creativity and techniques to foster a creative environment. Students will also explore examples of creativity, the creative moment, blocks to creativity and the role of taking risks.
- GD 460** **4.0 Credits**
History of Graphic Design
 This course will discuss the various graphic design movements from Art Nouveau to the present. The course will explore the evolving design styles and their relationship to politics, commerce, social mores, technology and pop culture.

GD 470 **4.0 Credits****Computer Illustration**

This course focuses on the techniques and programs for using the computer as an illustration tool. Both fine art and graphic art techniques will be discussed and developed.

GD 475 **4.0 Credits****Senior Portfolio Development**

In this course, students will address the nature and function of the graphic artist's portfolio. Creation and selection of appropriate examples to showcase the designer's talents and abilities for specific purposes will be examined.

GD 480 **4.0 Credits****Advanced Layout and Publication Design**

Students will use their knowledge of typography, photography and illustration to create publications including magazines, small newspapers, newsletters and other publications.

HS 150 **4.5 Credits****U.S. History and Government**

This course is a review in U.S. history and an examination of how events have shaped our present government. Emphasis will be placed on governmental organization and how each student fits into their process to become a responsible citizen and voter.

IT 111 **8.0 Credits****Microsoft Office I- Excel, PowerPoint and Word**

This course will utilize Microsoft Office software official curriculum to give the student a complete understanding of Excel along with and introduction to Word and PowerPoint.

IT 112 **8.0 Credits****Microsoft Office II- Access, Outlook and FrontPage**

This course will utilize Microsoft Office software official curriculum to give the student a complete understanding of Access along with and introduction to Outlook and FrontPage.

IT 131 **4.0 Credits****Practical Problems in Microcomputer Repair and Maintenance**

In this course the student will gain direct experience in setting up and repairing personal computers. In addition, he/she will gain an understanding of PC maintenance.

IT 201 **4.0 Credits****Introduction to the Internet**

In this basic introduction to the Internet, the student will explore uses for the Internet, including how to install and connect to the Internet, how to use e-mail, chat rooms and newsgroups, search engines, browsers and online reference resources.

LIT 101 **4.5 Credits****Introduction to Literature**

This course surveys both English and American literature, focusing on four literary elements: character, conflict, setting and language. Students learn to understand and analyze short stories, poems and plays through reading and writing.

MAT 100 **4.0 Credits****College Math**

This course examines topics in algebra, geometry, trigonometry and statistics which are in the domain of the well-educated college graduate.

MAT 102 4.5 Credits**College Algebra**

This course is designed for the student with one year or less of high school algebra. The course includes algebraic expressions, solving first degree equations with one and two variables, factoring, fractional equations, graphing, and verbal problem solving.

MAT 110 4.0 Credits**Math Skills for Graphic Designers**

This course is designed to familiarize students with mathematical principles as they relate to the business of graphic design. Students learn to solve problems dealing with type, "spacing", proportions, scale paper weight and size and job estimating.

MM 200 8.0 Credits**Multimedia Design Fundamentals**

This course gives students a basic understanding of multimedia design principles, the creation of basic presentations, two-dimensional animation and image acquisition.

MM 300 8.0 Credits**Dynamic Media and Interactivity**

This course is designed to give students skills in interactive media, sound acquisition and editing, video acquisition and editing and outputting to tape.

MM 350 8.0 Credits**3D Modeling and Production**

This course provides students the opportunity to develop skills in 3D modeling and animation, large project planning and production, scripting and creating hybrid CD-ROMs.

MUS 101 4.0 Credits**Introduction to Music**

Gives the student an appreciation and understanding of music principles of rhythm, meter and tempo, tone, key, genre and mood, particularly as they relate to creating multimedia presentations.

NSG 100 2.0 Credits**Directed Studies In Medical Terminology**

This is a directed studies course for the student who has identified the need to enhance vocabulary skills. Basic prefixes, word roots, combining forms and suffixes of medical terminology and human anatomy are covered including spelling and pronunciation.

NSG 200 3.0 Credits**Nursing Process & Contemporary Nursing Practice**

This course is designed to provide the student who has identified a learning need with an individual learning experience. The course objectives and methodology for meeting them will be determined between the student and the nursing instructor.

NSG 231 3.0 credits**Nursing Process & Contemporary Nursing Practice**

This course is designed to establish a basic knowledge foundation regarding evidence-based nursing practice, as a science and an art. The student will study evolution of the nursing profession within the changing healthcare system, various frameworks for applying the nursing process including Gordon's Functional Health Patterns and Roy's Adaptation Model, current nursing practice standards, and core BSN practice roles in nursing.

NSG 232 **4.0 Credits**
Basic Principles of Patient Centered Care

This fundamental nursing skills course introduces the student to the relationship between evidence-based nursing practice (science) and caring (art) while performing patient-centered care tasks including meeting the basic needs of oxygenation, nutrition, elimination, activity and rest, protection, and psychosocial integrity. Pre-requisite: NSG 231. Co-requisites: NSG 232L/232P.

NSG 232L **2.0 Credits**
Laboratory, Basic Principles of Patient Centered Care

This fundamental nursing skills laboratory allows the student to apply the NSG 232 concepts and principles learned in a controlled classroom environment. An introduction to nursing informatics has been included. Pre-requisite: NSG 231. Co-requisites: NSG 232/232 P.

NSG 232P **1.0 Credit**
Practicum, Basic Principles of Patient Centered Care

This fundamental nursing skills practicum allows the student to apply the NSG 232 & NSG 232L concepts, principles and skills learned in the classroom & laboratory to a real patient care situation in a long term care or skilled nursing unit. Pre-requisite: NSG 231. Co-requisites: NSG 232/232L.

NSG 233 **1.0 Credit**
Nursing Care of the Aging Adult

An introduction to concepts of aging with a focus on health promotion, maintenance of functional capacity, normal physiologic changes, and improvement of quality of life through interdisciplinary collaboration.

Pre-requisite: NSG 231

NSG 247 **1.0 Credit**
Ethical Concerns Impacting Nursing Practice

This course is designed to prepare the student for the ethical concerns facing the practicing nurse today. The elements of ethical decision making will be addressed as well as advanced directives, end-of-life care, and organ donation. Pre-requisite: NSG 231.

NSG 248 **2.0 Credit**
Legal Issues Impacting Nursing Practice

This course is designed to prepare the student for legal issues facing today's practicing nurse. The student will study the basics of the legal system, current legal responsibilities, licensure standards, patient consents, HIPPA, and other legally pertinent concerns. Pre-requisite: NSG 231.

NSG 250 **3.0 Credits**
Advanced Principles of Patient Centered Care

The student's capability to perform more complex patient centered nursing care skills is the focus of this course. Evidence-based practice and critical thinking skill development is focused on medication administration, intravenous therapy, laboratory & diagnostic testing, and patient treatments. The course is designed to integrate knowledge and skills from NSG 232. Pre-requisite: NSG 231; NSG 232/232L/232P; BIOL 223/223L; BIOL 224/224L. Co-requisites: NSG 250L/250P.

NSG 250L **2.0 Credits****Laboratory, Advanced Principles of Patient Centered Care**

This advanced nursing skills laboratory allows the student to apply the NSG 250 concepts and principles learned in a controlled classroom environment. Pre-requisite: NSG 231; NSG 232/232L/232P; BIOL 223/223L; BIOL 224/224L. Co-requisites: NSG 250/250P.

NSG 250P **1.0 Credit**
Practicum, Advanced Principles of Patient Centered Care

This advanced nursing skills practicum allows the student to apply the NSG 232, NSG 232L, NSG 250 and NSG 250L concepts, principles, and skills learned in the classroom and laboratory to a real patient care situation in a long term care or skilled nursing care unit. Pre-requisite: NSG 231; NSG 232/232L/232P; BIOL 223/223L; BIOL 224/224L. Co-requisites: NSG 250/250L.

NSG 282 **1.0 Credit**
Health Assessment & Health Promotion

The student will learn how to conduct a head-to-toe assessment of the patient's health status related to the physiologic, self-concept, role function and interdependence modes. Health promotion will center on meeting the Healthy People 2010 objectives. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; BIOL 223/223L. Co-requisites: NSG 282L/282P; BIOL 224/224L.

NSG 282L **2.0 Credits**
Laboratory, Health Assessment & Health Promotion

This laboratory allows the student to apply the NSG 282 concepts and principles learned in a controlled classroom environment. The

student clinically will be able to conduct both complete and focused health assessments by demonstrating an understanding of normal, normal deviation and abnormal physical findings across the lifespan. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; BIOL 223/223L. Co-requisites: NSG 282/282P; BIOL 224/224L.

NSG 282P **1.0 Credit**
Practicum, Health Assessment & Health Promotion

This practicum allows the student to apply NSG 282 and NSG 282L concepts, principles and skills learned in the classroom and laboratory to a real patient care situation in a health fair format or while conducting a shift assessment in a long term care or skilled nursing unit. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P. Co-requisites: NSG 282/282L; BIOL 224/224L.

NSG 290 **4.0 Credits**
Pharmacology

Addresses general concepts in pharmacology and an overview of major drug groups. For each major drug group, the pharmacodynamics, pharmacokinetics, pharmacotherapeutics, adverse drug reactions, and nursing management will be outlined. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. Co-requisites: NSG 250/250L/250P.

NSG 300 **3.0 Credits**
Directed Studies in Patient Centered Care

This course is designed to provide the student who has identified a learning need with an individual learning experience in the nursing laboratory. The course objectives and methodology for meeting them will be

determined between the student and the nursing instructor.

NSG 312 **4.0 Credits**

Nursing Care of the Childbearing Family

This course is designed to prepare the student for providing patient centered care during the childbearing and menopausal years. The student will study both normal and complicated pregnancies; well and high-risk newborn; family influences; family planning; childbearing alternatives and women's healthcare needs. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; Co-requisite: NSG 312L/312P; NSG 345; PSY 151.

NSG 312L **1.0 Credit**

Laboratory, Nursing Care of the Childbearing Family

This laboratory allows the student to apply NSG 312 concepts and principles learned in a controlled classroom environment. Topics include cervical dilation, fetal monitoring, assessing for toxicity, fetal heart tones, pap smears, and emergency childbirth skills. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; Co-requisite: NSG 312/312P; NSG 345; PSY 151.

NSG 312P **2.0 Credits**

Practicum, Nursing Care of the Childbearing Family

This practicum allows the student to apply NSG 312 and NSG 312L concepts, principles and skills learned in the classroom and laboratory to a real patient care situation in a hospital, clinic or private physician's office.

Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; Co-requisite: NSG 312/312L; NSG 345; PSY 151.

NSG 345 **3.0 Credits**

Nursing Care of Families and Cultures

This course is designed to prepare the student for the unique health influences the family and culture have upon the individual. Topics will include family dynamics, cultural beliefs and values, and impact upon the individual's health practices. Pre-requisite: 231.

NSG 348 **3.0 Credits**

Critical Thinking and the Nursing Process

Students are challenged to apply critical thinking skills in various healthcare situations. The course is designed to encourage the student to use cognitive skills purposefully to deliver safe and effective patient centered care. Pre-requisite: PD 250.

NSG 382 **4.0 Credits**

Nursing Care of the Community

This course is designed to prepare the student for practicing nursing in a non-hospital environment and providing care to a family, group or community as the recipient of patient centered nursing care. Maintaining community wellness is emphasized in this course. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 290; BIOL 300/300L. Co-requisite: NSG 382P; NSG 345; PSY 151; SOC 101; BIOL 206/206L.

NSG 382P **3.0 Credits**
Practicum, Nursing Care of the
Community

This practicum allows the student to apply NSG 382 concepts, principles, and skills learned in the classroom to a real patient care situation in a clinic, home health, school, or residential facility. Students will conduct a community survey of health needs. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 290; BIOL 300/300L. Co-requisite: NSG 382; NSG 345; PSY 151; SOC 101; BIOL 206/206L

NSG 385 **4.0 Credits**
Child-Adult Nursing I

This course introduces the student to medical-surgical nursing care concepts across the lifespan. Gordon's Functional Health Patterns and the Health-Illness Continuum will be integrated with Roy's Adaptation Model as a critical thinking foundation for providing patient centered care to a person with a medical and/or surgical health disorder. The content of medical-surgical nursing care concepts has been divided into NSG 385, NSG 386, and NSG 387.

Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 290; BIOL 223/223L; BIOL 224/224L; BIOL 300/300L. Co-requisite: NSG 385P.

NSG 385P **3.0 Credits**
Practicum, Child-Adult I

This practicum allows the student to apply NSG 385 concepts, principles, and skills learned to a real patient care situation in an inpatient or outpatient healthcare unit. Pre-

requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 290; BIOL 223/223L; BIOL 224/224L; BIOL 300/300L. Co-requisite: NSG 385.

NSG 386 **4.0 Credits**
Child-Adult Nursing II

This course continues the student's introduction to medical-surgical patient centered nursing care concepts. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 290; BIOL 223/223L; BIOL 224/224L; BIOL 300/300L. Co-requisite: NSG 386P.

NSG 386P **3.0 Credits**
Practicum, Child-Adult Nursing II

This practicum allows the student to apply NSG 386 concepts, principles and skills learned to a real patient care situation in an inpatient or outpatient healthcare unit. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 290; BIOL 223/223L; BIOL 224/224L; BIOL 300/300L. Co-requisite: NSG 386.

NSG 387 **4.0 Credits**
Child-Adult Nursing III

This course continues the student's introduction to medical-surgical patient centered nursing care concepts. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 290; BIOL 223/223L; BIOL 224/224L; BIOL 300/300L. Co-requisite: NSG 387P; PSY 151.

NSG 387P **3.0 Credits**
Practicum, Child-Adult Nursing III

This practicum allows the student to apply NSG 387 concepts, principles and skills

learned to a real patient care situation in an inpatient or outpatient healthcare unit. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P. NSG 250/250L/250P; NSG 290; BIOL 223/223L; BIOL 224/224L; BIOL 300/300L. Co-requisite: NSG 387; PSY 151.

NSG 388 **4.0 Credits**
Nursing Persons with Mental Health Impairments

This course is designed to prepare the student for providing patient centered nursing care across the lifespan to a person with a mental health disorder. The student will study therapeutic approaches as well as psychosocial adaptation alterations. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 290; BIOL 300/300L. Co-requisite: NSG 388P; NSG 345; PSY 101; SOC 101.

NSG 388P **2.0 Credits**
Practicum, Nursing Persons with Mental Health Impairments

This practicum allows the student to apply NSG 388 concepts, principles and skills learned to a real patient care situation in an inpatient, outpatient, clinic or residential healthcare unit. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 300/300L. Co-requisite: NSG 388; NSG 345; PSY 101; SOC 101.

NSG 400 **3.0 Credits**
Directed Studies in Evidence-Based Nursing Practice

This course is designed to provide the student who has an identified learning need with an individual learning experience in clinical practice. The course objectives and methodology for meeting them will be determined between the student and the nursing instructor.

NSG 410 **4.0 Credits**
High Acuity Principles of Patient Centered Care

Preparatory course for NSG 420. This course prepares the student to perform skills unique to the critical, operative and emergent healthcare environments. ACLS, PALS and NRP training programs will be utilized for skill development. The student will study dialysis, electrocardiogram monitoring, sedation management, hemodynamic monitoring and code. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 290; BIOL 300/300L.

NSG 420 **4.0 Credits**
High Acuity Nursing Care

This course prepares the student to administer evidence-based nursing care to patients across the lifespan in critical, operative, or emergent healthcare environments. Rapid critical thinking skill development is essential for performing this type of nursing care. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 290; BIOL 300/300L; NSG 410. Co-requisite: NSG 420P.

NSG 420P **3.0 Credits****Practicum, High Acuity Nursing Care**

This practicum allows the student to apply NSG 410 and NSG 420 concepts, principles and skills learned to a real patient care situation in a critical care, emergent care, operative care, or diagnostic care unit. Pre-requisite: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 290; BIOL 300/300L; NSG 410. Co-requisite: NSG 420.

NSG 451 **3.0 Credits****Nurses as Leaders**

This course is designed to prepare the student for management and leadership roles assigned to the BSN. The student will study developing leadership skills, performing evaluations, preparing job descriptions, mentoring, coaching, counseling, budget concepts, staffing issues and leadership characteristics. Pre-requisites: PD 250; NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 382/382P; NSG 312/312L/312P. Co-requisites: NSG 451P; NSG 348.

NSG 451P **3.0 Credits****Practicum, Nurses as Leaders**

This practicum allows the student to apply NSG 451 concepts, principles and skills learned while functioning in a leadership position in a healthcare environment. Pre-requisites: PD 250; NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P;

NSG 382/382P; NSG 312/312L/312P. Co-requisites: NSG 451; NSG 348.

NSG 452 **3.0 Credits****Capstone: Transition to Professional Nursing**

This course is designed to prepare the student for role changes. It promotes the student's transition to working professional; thereby, decreasing reality shock. Licensure preparation, completion of a professional portfolio, and completion of a professional resume are some of the concepts of this course. The student will be given a capstone project that entails research, presentation, writing, and clinical practice. Pre-requisites: PD 250; NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 382/382P; NSG 312/312L/312P; NSG 451; NSG 410; NSG 420/420P. Co-requisites: NSG 452L/452P; NSG 348.

NSG 452L **1.0 Credit****Laboratory, Capstone: Transition to Professional Nursing**

This laboratory experience is directed towards preparing the student for the NCLEX licensure examination. The student will study the examination process, practice testing, identify knowledge deficiencies requiring remediation, and prepare to register for the examination. Pre-requisites: PD 250; NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 382/382P; NSG 312/312L/312P; NSG 451; NSG 410; NSG 420/420P. Co-requisites: NSG 452/452P; NSG 348.

NSG 452P **6.0 Credits****Practicum, Capstone: Transition to Professional Nursing**

This practicum requires a signed agreement between the student and a qualified nursing preceptor. The student will work the schedule of the nursing preceptor. The preceptor will supervise and evaluate the student's readiness for work transition in collaboration with the nursing faculty. Pre-requisites: PD 250; NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 382/382P; NSG 312/312L/312P; NSG 451; NSG 410; NSG 420/420P. Co-requisites: NSG 452/452L; NSG 348.

NSG 460 **4.0 Credits****Research Methods for Evidence-Based Nursing Practice**

Focuses on the role of the professional nurse as informed consumer of evidence-based research. Explores quantitative and qualitative approaches to the study of health and illness, as well as the relationship of theory to practice. Topics include literature reviews, research designs, methods of data collection, and analytical procedures. Explores the ethics for research with human subjects. The student will prepare a research proposal. Pre-requisites: MAT 102. Co-requisites: STATS 250.

PD100 **3.5 Credits****Goals Attainment and Decision Making**

This course is designed to enable the student to develop and utilize effective techniques and strategies in goal definition, goal identification, barrier identification, goal

ambivalence, conflict identification and reprogramming strategies.

PD200 **3.0 Credits****Job Skills**

This course develops the student's ability to create resumes, cover letters and a job-hunting plan. It emphasizes interviewing skills and techniques. The student also compiles a complete portfolio for interview presentation.

PD250 **4.5 Credits****Critical Thinking**

This course will explore and develop each student's critical thinking skills through classroom discussions and written arguments. Topics will include: mastering the fundamentals of critical thinking, evaluating arguments, recognizing errors in thinking, and characteristics of critical thinkers.

PSY 101 **4.5 Credits****Introduction to Psychology**

This course provides a general understanding of psychology as a behavioral science, psychological concepts and principles. Topics covered include biological bases of behavior, learning, thinking, motivations, sensation, and perception.

PSY 151 **5.0 Credits****Human Growth and Development**

Survey of human growth and development from conception through senescence. A multi-disciplinary approach to the study of both change and stability in physical, cognitive, social and personality development. Review of relevant developmental theory and research.

SCI 101 **4.0 Credits****Scientific and Technological Literacy**

This course will examine the fundamental laws and processes of science and how they manifest themselves in our everyday lives. Issues of technologic literacy will be addressed in light of how they affect our environment.

SOC 101 **4.5 Credits****Introduction to Sociology**

This course provides a general understanding of the basic concepts and principles of sociology that affect the individual in society. stratification, intergroup relations and inequalities are covered.

STAT 250 **5.0 Credits****Statistics for Health Sciences**

Students receive an introduction to applied statistics, including such topics as histograms, central tendency, dispersion, normal distribution, hypothesis testing, chi-square and regression.

TYP 300**Advanced Typography** **4.5 Credits**

This course is designed to give students advanced skills in typography, particularly as it applies to digital and interactive media. Topics include dissecting letters, typography technology on the computer, digital typography and formatting typography for video.

WB 200 **8.0 Credits****Web Design Fundamentals**

This course enables the computer graphic designer to author Web pages using current software. It discusses the designer's place in the overall scheme of Web site production

the topics of culture, society, socialization, and gives an overview of Web technology.

WB 300 **8.0 Credits****Web Design and Production**

In this class the student will become proficient in the principles of design specific to graphics to be posted on the World Wide Web site production and gives an overview of Web technology.

WB 350 **8.0 Credits****Web Authoring and Management**

Upon completion of this course the Web designer will be able to use commands and scripts to ensure interactivity of his/her design, relative to the end user.



•Academic Calendar• The School of Design•

| Term Start Date | Term End Date | Break |
|-----------------|---------------|--------------------------------|
| 12/17/07 | 02/01/08 | Winter Break 12/22/07-01/06/08 |
| 02/04/08 | 03/07/08 | |
| 03/10/08 | 04/11/08 | |
| 04/14/08 | 05/16/08 | |
| 05/19/08 | 06/20/08 | |
| 06/23/08 | 08/08/08 | Summer Break 06/21/08-07/06/08 |
| 08/11/08 | 09/12/08 | |
| 09/15/08 | 10/17/08 | |
| 10/20/08 | 11/21/08 | |
| 11/24/08 | 01/05/09 | Winter Break 12/20/08-01/05/09 |
| 02/16/09 | 04/24/09 | |
| 04/27/09 | 05/29/09 | |
| 06/01/09 | 08/21/09 | Summer Break 07/04/09-07/17/09 |
| 08/24/09 | 10/30/09 | |
| 11/02/09 | 01/22/10 | Winter Break 12/21/09-01/03/10 |

Observed Holidays

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Friday after

Christmas Day

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

Notes

•Academic Calendar• The School of Nursing•

| Term Start Date | Term End Date | Break/Remediation* |
|-----------------------------|-------------------|--------------------|
| 01/07/08 | 03/23/08 | 03/24/08-03/30/08 |
| 03/31/08 | 06/15/08 | 06/16/08-06/22/08 |
| 06/23/08 | 09/07/08 | 06/16/08-06/22/08 |
| 09/15/08 | 12/07/08 | 12/22/08-01/04/09 |
| Interession Course** | 12/08/08-12/21/08 | |

***Interession courses are one to two quarter credit hours courses that are taken during a two-week period.*

| Term Start Date | Term End Date | Break/Remediation* |
|-----------------------------|-------------------|--------------------|
| 01/05/09 | 03/22/09 | 03/23/09-03/29/09 |
| 03/30/09 | 06/14/09 | 06/15/09-06/21/09 |
| 06/22/09 | 09/06/09 | 09/07/09-09/13/09 |
| 09/14/09 | 12/06/09 | 12/21/09-01/03/10 |
| Interession Course** | 12/07/09-12/20/09 | |

***Interession courses are one to two quarter credit hours courses that are taken during a two-week period.*

**Break/Remediation weeks may be used for a second retake of standardized testing.*

Observed Holidays

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Friday after

Christmas Day

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