

College Catalog

Addendum | 2017-2018



Saint Luke's

College of Health Sciences

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Associate of Science in Medical Assisting Program Mission and Goals

Added October 27, 2017

The mission of the medical assisting program is to provide a stimulating academic environment that will prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The integration of knowledge and skills will prepare the student so that they may function as contributing members of the health care team, positively impacting their patients, the community and the profession upon graduation.

Program Goals

1. Provide quality instruction in medical assisting with the knowledge, skills/techniques, and professional behaviors to prepare competent entry-level medical assistants.
2. Provide a curriculum that meets the standard of the accrediting agency, fosters professional and ethical attitudes, and maintains curriculum flexibility to facilitate the changing needs of the medical community.
3. Provide students with the knowledge and skills to apply the decision-making process, communication, and management skills in the medical assistant profession.
4. Educate the importance of becoming a Certified Medical Assistant and encourage students to take the American Association of Medical Assistants' (AAMA) National Medical Assistant (CMA) Certification Exam.

Associate of Science in Medical Assisting Admissions Requirements and Procedures

Step 1

The following items must be met to receive conditional acceptance. Students must:

- Be 18 years of age.
- Be eligible to work in the U.S.
- Complete the entire application.
- Possess a high school diploma or equivalent with a minimum 2.5 GPA before starting the program. An official transcript, HiSET, or GED must be submitted.
- Score at least 50% or better on the reading/writing and mathematics ACCUPLACER examinations.
- Demonstrate 80% proficiency in basic computer concepts and applications before admission on the in-house proficiency exam.

Step 2

Once a student has received conditional acceptance, the following must be completed:

- Technical Standards document
- Latex Allergy Statement
- Hold Harmless Agreement
- Successfully pass a criminal background check and 10-panel drug screen per College policy

Background Check

Students applying to the program are required to submit to a criminal background investigation which is administered by the College through use of CastleBranch. The background check (approximate fee \$50) shall include the following:

- Results of a social security number verification
- Results of a name and address trace
- Results of a comprehensive county criminal history check
- Results of a National Criminal Records check
- Results of a National Sex Offender Registry check
- Results of a Fraud and Abuse Control Information System (FACIS) Level 3 search, including an OIG check
- Results of a Federal Excluded Parties List System (EPLS) check

Students who have any of the following will not be admitted into the medical assisting program:

- Conviction of any felony less than seven years before applying to become a student at Saint Luke's College; or
- Conviction of any misdemeanor involving violence, sexual misconduct, child or elder abuse, theft or computer crimes, fraud or financial crimes, drug distribution, or crimes

involving unlawful possession of a dangerous weapon less than seven years before becoming a student at Saint Luke's College.

Please note that background checks may be monitored throughout a student's enrollment in the program. Any convictions from the list above might result in a student's dismissal from the program.

Alcohol and Drug Testing

It is the policy of Saint Luke's College of Health Sciences to maintain an alcohol and drug-free workplace. Students will be required to complete a 10-panel drug screen through an approved drug testing lab after a conditional offer of admissions is made. Students who test positive on their drug screening will have their offer of admissions rescinded and may reapply to the MA program for the next available start date. A new drug screening will be required at that time. The approximate cost of the drug test is \$40.

The College and clinical sites reserve the right to reject the participation of any student based on the results of the screenings, the immunizations or the background check.

Additional Requirements

These additional requirements must be completed and submitted before the beginning of the third term.

BLS and Healthcare CPR

Proof of Current Basic Life Support and Healthcare Provider CPR certification from the American Heart Association must be presented before the beginning of a student's third semester in the program. Alternatively, students may enroll for HLTH 100 and pass with 80% or better to meet this requirement.

TB Screen

Students are required to complete a TB screen within 30 days before the beginning of the third semester in the program. If TB screen is over 30 days old, a new TB screen is required. If a TB screen has never been done, either a two-step TB screen or a TB blood assay test must be completed. If there has been a positive TB result, the student must provide a clear chest x-ray.

Immunizations

To attend the practicum experience in the final semester of the program, students must have started and/or completed the immunizations listed below by the beginning of the third semester.

Hepatitis B

Immunization and titer are recommended by the Centers for Disease Control and Prevention. Students are required to have completed at least two of the three-shot vaccine series for Hepatitis B before attending practicums. Post-vaccination serological test (surface antibody titer) should be drawn 4-8 weeks after the third vaccine.

Though not recommended, students can opt NOT to get the Hepatitis B vaccine and MUST SIGN the Hepatitis B Vaccine Waiver form found in CastleBranch. If a student opts out of the Hepatitis B vaccine, neither Saint Luke's College nor affiliated clinical partners will pay or

provide health care if the student is exposed to the disease while students are at the College or clinical agency. Any student who is diagnosed with an infectious disease or is exposed to an infectious disease is responsible for his/her health care.

Influenza

Students must submit dated and signed documentation by a medical professional of a flu shot administered. The College conducts a flu shot clinic where students may receive a free influenza vaccine in November or December.

Measles, Mumps & Rubella (MMR)

Students born on or after 1/1/1957 must provide documentation of positive antibody titers for Measles (Rubeola and Rubella) and Mumps including dated and verified lab reports by a medical professional OR documentation of two vaccinations at least 28 days apart. All women regardless of birth date should have proof of rubella immunity or prior vaccination.

Tetanus, Diphtheria & Pertussis

After the initial series, the booster given at 10 years should be Tetanus, Diphtheria and acellular Pertussis (TDaP). Irrespective of when the last Td vaccine was received, a student must have received a dose of TDap within the last 10 years.

Varicella (Chicken Pox)

Students must provide documentation of positive antibody titer with a dated and verified lab report by a medical professional OR documentation of two vaccinations.

Associate of Science in Medical Assisting Degree Requirements

Upon the recommendation of the faculty, the College will confer the degree of Associate of Science in Medical Assisting upon students who have fulfilled the following requirements:

1. Completion of the 60 hours of the required program of study for the Associate of Science in Medical Assisting degree. At least 15 of those MUST be earned from Saint Luke's College of Health Sciences to meet the residency requirement.
2. Completion of the 60 semester hours of coursework within three years of enrollment at Saint Luke's College.
3. A minimum cumulative grade point average of 2.0 with no grade below C counting towards graduation.

Additional Requirements for Graduation

- Students must make satisfactory arrangements for all financial obligations to the College.
- All books, supplies, and equipment belonging to the College must be returned in good condition.

Associate of Science in Medical Assisting Sample Program of Study

Semester 1 (F1)			
Course Number	Course Title	Credit Hours	Delivery
BSCI 120	Foundations in Anatomy and Physiology	4	OL
HLTH 110	Medical Terminology	2	OL
HIST 120	Themes in the History of Modern Medicine	3	OL
COMM 110	Oral and Interpersonal Communication in Health	3	OL
MAST 105	Medical Safety and Compliance	3	R
	Total Credits	15 Credits	
Semester 2 (F2)			
MATH 110	Mathematical Principles for Health Professionals	3	OL
MAST 120	Laboratory Skills and Techniques	4	R
MAST 200	Medical Coding and Reimbursement	4	H
MAST 205	Office Finances and Billing	3	H
HLTH 100	First Aid and CPR (optional)	1	H
	Total Credits	14-15 Credits	
Semester 3 (So1)			
MAST 170	Exam Room Techniques and Patient Care	4	R
MAST 245	Pharmacology and Medication Administration	3	R
ENGL 130	Written Communication for Health Professionals	3	OL
PLSC 211	Introduction to Health Policy	3	OL
MAST 210	Office Organization and Administration	3	H
	Total Semester	16 Credits	
Semester 4 (So2)			
CHEM 202	Nutrition for the Health Professions	3	OL
PSYC 145	Sociocultural Approaches in Health Psychology	3	OL
MAST 280	Medical Assisting Practicum I	5	H/P
MAST 285	Medical Assisting Capstone	1	R
N496	General Education Elective	3	OL
	Total Credits	15 Credits	
	Total Credits	60 Credits	

H = Hybrid | OL = Online | R=Residential (Face to Face) | P = Off site Practicum

F1 = First semester in the program

F2 = Second semester in the program

So1 = Third semester in the program

So2 = Fourth and final semester of the program

A listing of all General Education Electives can be found in the College Catalog.

Associate of Science in Medical Assisting Completion Degree Option Admissions Requirements and Procedures

Students who currently possess a certificate or diploma in medical assisting have the option of earning their Associate of Science in Medical Assisting through the completion degree. The general time frame for completion is two semesters, but students can opt to go part-time and take longer to complete their degree.

The following items must be met to receive conditional acceptance. Students must:

- Be 18 years of age.
- Be eligible to work in the U.S.
- Complete the entire application.
- Provide a copy of Medical Assisting certificate with proof of currency.
- Provide evidence of clinical externship.
- Provide official transcripts from all post-secondary schools.
- Provide a current resume/CV with details of current professional responsibilities.

If no practicum has been completed, students may need to take MAST 280 Medical Assistant Practicum I (5 credits) and/or MAST 285 Medical Assistant Capstone (1 credit) and meet all practicum requirements as outlined in the Associate of Science in Medical Assisting Admission Requirements and Procedures plus complete the courses as listed above. In these cases, students would not need to take MAST 290 Topics in Medical Assisting.

Associate of Science in Medical Assisting Completion Degree Option Requirements

This is a sample program of study. Students will receive a current program of study prior to their program start.

Science + Lab (4 credits required)—Choose from one of the following		
Course Number	Course Title	Credit Hours
BSCI 105	Principles of Biology	4
BSCI 120	Foundations in Anatomy and Physiology	4
CHEM 105	Principles of Chemistry + Lab	4
English and Communications (6 credits required)		
COMM 110	Oral and Interpersonal Communication in Health	3
ENGL 130	Written Communication for Health Professionals	3
History (3 credits required)		
HIST 120	Themes in the History of Modern Medicine	3
Mathematics (3 credits required)—Choose from one of the following		
MATH 110	Mathematical Principles for Health Professionals	3
MATH 165	College Algebra	3
MATH 207	Biostatistics	3
Social Sciences (6 credits required)		
PLSC 211	Introduction to Health Policy	3
PSYC 145	Sociocultural Approaches in Health Psychology	3
General Education Elective (3 credits required)—Choose from one of the following		
BADM 160	The Health Care Sector in the U.S. and Beyond	3
ENGL 150	Professional Communication in Health	3
HLTH 221	Global Health and Wellness: Visions of Global Health Care	3
HUMS 145	Medical Ethics: Decision Making Under Uncertainty	3
SOCI 140	Medical Sociology	3
SPAN 150	Spanish for Health Professionals (Level 1)	3
SPAN 200	Conversational Spanish for Health Care Professionals (Level 2)	3
Medical Assisting*		
MAST 280	Medical Assisting Practicum I	5
MAST 285	Medical Assisting Capstone	1
MAST 290	Topics in Medical Assisting	3
	Credits Awarded for Diploma or Certificate	Up to 32

*If no practicum has been completed, students may need to take MAST 280 Medical Assistant Practicum I (5 credits) and/or MAST 285 Medical Assistant Capstone (1 credit) and meet all practicum requirements as outlined in the Associate of Science in Medical Assisting Admission Requirements and Procedures plus complete the courses as listed above. In these cases, students would not need to take MAST 290 Topics in Medical Assisting.

Associate of Science in Medical Assisting Tuition and Fees

Spring 2018	
Medical Assisting Course Tuition	\$300 per credit hour
General Education Course Tuition	\$300 per credit hour
Technology fee*	\$25 per credit hour
Library fee*	\$25 each semester
Activity fee*	\$25 each semester
Returned Check fee*	\$35 each occurrence
Lab fees assessed by course	
Other Estimated Expenses	
Books	\$200 per semester
Uniforms and supplies	\$200

*Non-refundable
Tuition and fees are subject to change.

Associate of Science in Medical Assisting Program Disclaimer

Graduates of the medical assisting program at Saint Luke's College of Health Sciences (SLCHS) will be eligible to sit for the American Medical Technologists (AMT) certification examination. Passing this examination is required to become a Registered Medical Assistant (RMA).

The medical assisting program is not programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES). Because the medical assisting program at SLCHS is not programmatically accredited, graduates of the program are currently not eligible to sit for the Certified Medical Assistant (CMA) examination offered by the American Association of Medical Assistants. The medical assisting program at SLCHS will be working to obtain CAAHEP accreditation, but cannot guarantee accreditation will be gained at any point in time. The CMA and RMA are both optional and nationally recognized certifications for the medical assistant career.

Associate of Arts in Allied Health Program Mission and Goals

Added October 27, 2017

The mission of the Associate of Arts in Allied Health program is to provide a course of study that enhances a student's foundational knowledge in the area of health sciences with a specific focus on allied health components embedded into a traditional plan of general education courses. The unique design enables students to transition into baccalaureate plans of study within the health professions as well as providing the critical thinking and integration skills necessary for career advancement.

Program Goals

- To provide a broad and relevant educational experience through a selection of contemporary courses that will enable students to learn fundamental concepts in the allied health disciplines.
- To prepare graduates with academic skills in oral and written communication, quantitative and qualitative reasoning, critical thinking and information literacy.
- To foster an active learning environment that promotes informed and ethical participation as citizens of the world.
- To enroll and graduate students who demonstrate knowledge for entry-level positions in allied health fields and professions and understand the importance of pursuing advanced degrees.

Associate of Arts in Allied Health Admissions Requirements

In order to be fully accepted into the programs students must meet the following:

- Demonstrate proficiency at 80% or higher on the in-house computer proficiency examination.

AND meet one of the following requirements:

- Graduate from a regionally accredited high school with a 2.0 GPA or better (GED or HiSET also accepted)—transcripts must be provided.
- Transfer in good standing from a regionally accredited university/college—transcripts must be provided.

Students not meeting one or more of the requirements may be admitted as a special-status student for one semester and their admission status will be reevaluated at the end of the term. To be considered for full admission, a student must successfully complete 12 credit hours with a minimum 2.0 GPA.

Associate of Arts in Allied Health Degree Requirements

Upon recommendation of the faculty, the College will confer the degree of Associate of Arts in Allied Health upon students who have fulfilled the following requirements:

1. Completion of the 60 hours of the required program of study for the AA degree.
At least 15 of those MUST be earned from Saint Luke's College to meet the residency requirement.
2. Completion of the 60 semester hours of coursework within three years of enrollment.
3. A minimum cumulative grade point average of 2.0 with no grade below C counting towards graduation.

Additional requirements for graduation:

- Students must make satisfactory arrangements for all financial obligations to the College.
- All books, supplies and equipment belonging to the College must be returned in good condition.

Associate of Arts in Allied Health Degree Requirements

Added October 27, 2017

Course Number	Course Title	Credit Hours
General Studies (1 credit)		
GNED 100	Freshman Seminar	1
Communication (9 credits)		
ENGL 130	Written Communication for Health Professionals	3
ENGL 150	Professional Communication in Health	3
COMM 110	Oral and Interpersonal Communication in Health	3
Foreign Language (6 credits)		
SPAN 150	Spanish for Health Professions (Level 1)	3
SPAN 200	Conversational Spanish for Health Care Professionals (Level 2)	3
Humanities (6 credits)		
HUMS 145	Medical Ethics: Decision Making Under Uncertainty	3
HUMS 205	Healing Through the Body: A Survey of Dance/ Movement Therapy	3
Science + Lab-Select One (3-4 credits)		
BSCI 105	Principles of Biology	4
BSCI 120	Foundations of Anatomy and Physiology	4
BSCI 225	Anatomy and Physiology I + Lab	4
CHEM 105	Principles of Chemistry + Lab	4
BSCI 115	Environmental Health	3
History (3 credits)		
HIST 120	Themes in the History of Modern Medicine	3
Social Sciences (6 credits)		
PSYC 145	Sociocultural Approaches in Health Psychology	3
SOCI 140	Medical Sociology	3
Mathematics-Select One (3 credits)		
MATH 110	Mathematical Principles for Health Professionals	3
MATH 165	College Algebra	3
MATH 207	Biostatistics	3
Health (3 credits)		
HLTH 221	Global Health and Wellness	3
Political Science (6 credits)		
BADM 160	The Health Care Sector in the U.S. and Beyond	3
PLSC 211	Introduction to Health Policy	3
Suggested Electives (13-14 credits)		
SPAN 220	The Latin American Boom and Exile of the Latino Writer in the America's 21st Century	3

BADM 201	Business Principles for Health Care	3
BSCI 240	Foundations of Epidemiology	3
PSYC 225	Human Growth and Development	3
BSCI 235	Anatomy and Physiology II + Lab	4
BSCI 250	Microbiology + Lab	3
BSCI 265	Pathophysiology	3
CHEM 202	Nutrition for Health Professionals	3
HLTH 110	Medical Terminology	2
HLTH 210	Global Encounters: How We See the World and How the World Sees Us	3
	Total Credits	60 Credits

Associate of Arts in Allied Health-Public Health Degree Requirements

Added October 27, 2017

Course Number	Course Title	Credit Hours
General Studies (1 credits)		
GNED 100	Freshman Seminar	1
Communication (9 credits)		
ENGL 130	Written Communication for Health Professionals	3
ENGL 150	Professional Communication in Health	3
COMM 110	Oral and Interpersonal Communication in Health	3
Foreign Language (6 credits)		
SPAN 150	Spanish for Health Professions (Level 1)	3
SPAN 200	Conversational Spanish for Health Care Professionals (Level 2)	3
Humanities (6 credits)		
HUMS 145	Medical Ethics: Decision Making Under Uncertainty	3
HUMS 205	Healing Through the Body: A Survey of Dance/ Movement Therapy	3
Science (3 credits)		
BSCI 115	Environmental Health	3
History (3 credits)		
HIST 120	Themes in the History of Modern Medicine	3
Social Sciences (6 credits)		
PSYC 145	Sociocultural Approaches in Health Psychology	3
SOCI 140	Medical Sociology	3
Mathematics (3 credits)		
MATH 207	Biostatistics	3
Health (3 credits)		
HLTH 221	Global Health and Wellness	3
Political Science (6 credits)		
BADM 160	The Health Care Sector in the U.S. and Beyond	3
PLSC 211	Introduction to Health Policy	3
Public Health Courses (14 credits)		
HLTH 200	Principles of Public Health	3
HLTH 225	Public Health Systems	3
HLTH 275	Public Health Education and Communication	3
BSCI 240	Foundations of Epidemiology	3
HLTH 299	Internship in Public Health	2
	Total Credits	60 Credits

Associate of Science in Allied Health Mission and Goals

Updated March 29, 2017

The mission of the Associate of Science in Allied Health program is to provide a focused course of study with a strong foundation in mathematics and sciences along with selected general education courses. The program is designed for students who want to pursue a bachelor's degree in nursing, pre-med, pre-dental, or other professional programs in the biomedical sciences.

Program Goals

- To prepare graduates with problem-solving skills and with a disposition towards problem-solving in mathematics and science.
- To provide an educational experience that fosters scientific inquiry and mathematical investigation.
- To prepare graduates with academic skills in oral and written communication, quantitative and qualitative reasoning, critical thinking and information literacy.
- To enroll and graduate students who demonstrate knowledge for entry-level positions in allied health fields and professions and understand the importance of pursuing advanced degrees.

Associate of Science in Allied Health Admissions Requirements

In order to be fully accepted into the programs students must meet the following:

- Demonstrate proficiency at 80% or higher on the in-house computer proficiency examination.

AND meet one of the following requirements:

- Graduate from a regionally accredited high school with a 2.0 GPA or better (GED or HiSET also accepted)—transcripts must be provided.
- Transfer in good standing from a regionally accredited university/college—transcripts must be provided.

Students not meeting one or more of the requirements may be admitted as special-status students for one semester and their admission status will be reevaluated at the end of the term.

To be considered for full admission, a student must successfully complete 12 credit hours with a minimum 2.0 GPA.

Associate of Science in Allied Health Degree Requirements

Upon recommendation of the faculty, the College will confer the degree of Associate of Science in Allied Health upon students who have fulfilled the following requirements:

1. Completion of the 60-63 hours of the required program of study for the AS degree. At least 15/16 of those MUST be earned from Saint Luke's College to meet the residency requirement.
2. Completion of the 60-63 semester hours of coursework within three years of enrollment at Saint Luke's College.
3. Achieve a minimum cumulative grade point average of 2.0 with no grade below C counting towards graduation.

Additional Requirements for Graduation

- Students must make satisfactory arrangements for all financial obligations to the College.
- All books, supplies, and equipment belonging to the College must be returned in good condition.

Associate of Science in Allied Health Degree Requirements

Added October 27, 2017

Course Number	Course Title	Credit Hours
Required Courses (29 credits)		
GNED 100	Freshman Seminar	1
COMM 110	Oral and Interpersonal Communication in Health	3
ENGL 130	Written Communication for Health Professionals	3
ENGL 150	Professional Communication in Health	3
HIST 120	Themes in the History of Modern Medicine	3
HUMS 145	Medical Ethics: Decision Making Under Uncertainty	3
PSYC 145	Sociocultural Approaches in Health Psychology	3
SOCI 140	Medical Sociology	3
MATH 207	Biostatistics	3
BSCI 225	Anatomy and Physiology I + Lab	4
Select 4 classes from the following list		
BSCI 105	Principles of Biology	4
BSCI 115	Environmental Health	3
BSCI 120	Foundations of Anatomy and Physiology	4
BSCI 225	Anatomy and Physiology II + Lab	4
BSCI 240	Foundations of Epidemiology	3
BSCI 250	Microbiology + Lab	3
BSCI 265	Pathophysiology	3
CHEM 105	Principles of Chemistry + Lab	4
CHEM 202	Nutrition for Health Professionals	3
MATH 110	Mathematical Principles for Health Professionals	3
MATH 165	College Algebra	3
Electives-Choose from the list of additional math and science credits and/or from the list below		
BADM 160	The Health Care Sector in the U.S. and Beyond	3
BADM 201	Business Principles for Health Care	3
HLTH 110	Medical Terminology	2
HLTH 210	Global Encounters: How We See the World and How the World Sees Us	3
HLTH 221	Global Health and Wellness	3
HUMS 205	Healing Through the Body: A Survey of Dance/Movement Therapy	3
PLSC 211	Introduction to Health Policy	3
PSYC 225	Human Growth and Development	3
SPAN 150	Spanish for Health Professions (Level 1)	3
SPAN 200	Conversational Spanish for Health Care Professionals (Level 2)	3
SPAN 220	The Latin American Boom and Exile of the Latino Writer in the America's 21st Century	3
For the Associate of Science in Allied Health, 60 credits must be completed.		

Associate of Science in Allied Health with a Direct Entry Option into the Bachelor of Science in Nursing (BSN)

Effective Spring 2018

Admissions Requirements

The Associate of Science in Allied Health degree at Saint Luke's College of Health Sciences (SLCHS) has been as designed, in part, to afford students an opportunity to complete the pre-requisites required for entry into the College's BSN program. Consequently, the allied health program not only provides a bridge to the College's BSN program, but also offers students the opportunity to earn an associate-level degree should career plans change.

If the requirements below are met, students who earn an Associate of Science in Allied Health degree from SLCHS will be eligible for direct entry into the next available spot in the BSN program. Students must note that the College enrolls a new class twice a year in the spring and fall, and direct entry will be assigned based on cohort space availability.

Students must meet all the admission requirements listed below:

1. Complete a minimum of 46 of the 63 nursing prerequisite credits at Saint Luke's College of Health Sciences. The nursing prerequisites are part of the allied health degree program.
2. Even if the courses have been taken in other academic institutions, the science and mathematics prerequisite courses must be completed at the College earning a B or higher in these courses, with no courses repeated. These courses include Anatomy and Physiology I, Anatomy and Physiology II, Principles of Chemistry, Microbiology with Lab, College Algebra and Biostatistics.
3. Students must earn:
 - A minimum of 3.5 in the science prerequisite courses including Anatomy and Physiology I, Anatomy and Physiology II, Principles of Chemistry, and Microbiology with Lab.
 - A minimum cumulative GPA of 3.7 in nursing prerequisite courses, with no grade below a C in any course.
4. Submit one (1) letter of reference.
5. Complete a two-page essay, typed and double-spaced. The student's full name must be included as a header in the essay, and it must address each of the following topics:
 - Reasons for selecting nursing as a career
 - Reasons for selecting SLCHS as an institution of choice
 - A statement of educational and professional goals
6. Complete a direct-entry BSN application in the final semester before earning your AS degree. Formal admission will not occur until final grades for the semester have been posted.
7. Fulfillment of all BSN additional requirements (see section below).

BSN Additional Requirements

Immunizations

Students must complete all the immunizations listed below, with the exception of Hepatitis B, before starting clinical rotations. Failure to complete these requirements will limit your ability to continue in the program, as all immunization requirements must be fulfilled.

Immunization documents must be dated, contain the student's name and be signed by a med-

ical provider OR be presented on official letterhead or with a portal screenshot. The documents must be uploaded to CastleBranch, the College's student record portal, and approved. The immunization process takes time, so students must create their CastleBranch account (approximate fee \$140) within five days of acceptance to the College. (Note: All nursing programs with clinicals in the KC metropolitan area require the same immunizations.)

Hepatitis B

Immunization and titer are recommended by the CDC. Students are required to begin the six-month, three-shot vaccine series for Hepatitis B within the first three weeks of the program start date. Post vaccination serological test (surface antibody titer) should be drawn 4-8 weeks after the third vaccine. Hepatitis B series and titer must be completed within seven months of the program start date.

Though not recommended, students can opt NOT to get the Hepatitis B vaccine and MUST SIGN the Hepatitis B Vaccine Waiver form found in CastleBranch. Any student who is diagnosed or exposed to an infectious disease is responsible for his/her own health care.

Measles, Mumps & Rubella (MMR)

Students must provide documentation of two MMR vaccinations at least 28 days apart OR a positive IgG titer for rubella, rubeola and mumps.

TB Screen

The first TB screen must be completed by the first day of classes. If a TB screen is over 30 days old or has never been done, either a 2-Step TB test or a IGRA blood test must be completed. If there has been a positive TB result, student must provide a 2-view PA and lateral clear chest x-ray along with a document from their health care provider stating that the student does not have infectious TB and complete the signs and symptoms questionnaire available from the BSN Track Director.

Tetanus, Diphtheria & Pertussis

Student must upload evidence in CastleBranch of one dose of Tdap. A Td booster is required every 10 years or, if wound injury occurs after five years since last dose.

Varicella (Chicken Pox)

Students must upload documentation in CastleBranch of two Varicella vaccinations at least 28 days apart OR a positive titer for Varicella.

Background Check

Students participating in the program must complete a background check through Castle Branch. The background check will access the network of researchers and databases listed below and provide results to Saint Luke's College:

- Employment Verification
- Family Care Missouri Safety Registry
- Fraud and Abuse Control Information System (FACIS) Level 3 search, including an OIG check
- Nationwide Healthcare Fraud and Abuse Scan
- Nationwide Patriot Act
- Nationwide Record Indicator (Checks county criminal history check, sex offender list, and Federal Excluded Parties Lists Systems (EPLS))

- Residency History
- Social Security Alert

After conducting the background check, students who have

1. Been convicted of any felony less than seven years prior to becoming a student at Saint Luke's College; or
2. Been a student who has been convicted of any misdemeanor involving violence, sexual misconduct, theft or computer crimes, fraud or financial crimes, drug distribution, or crimes involving unlawful possession of a dangerous weapon less than seven years prior to becoming a student of Saint Luke's College may not be allowed access to clinical sites.
3. Been flagged on one of the registries listed in the MO-KAN clinical orientation manual in D2L may be unable to attend the College and clinicals. The College and clinical partners will meet to decide if attendance is possible.

Though very effort will be made to find an appropriate clinical site, Saint Luke's College and its affiliated clinical sites reserves the right, in its sole discretion, to reject the participation of any student based on the results of the screenings and the immunizations or the background check. If no clinical site can be found to meet the course requirements then the offer of admission will be rescinded.

Students who have been dismissed and readmitted to the program must complete a new background check and drug screen.

Each State Board of Nursing requires licensure in order to practice as a registered nurse. A misdemeanor and/or felony conviction may affect a graduate's ability to sit for the NCLEX-RN® or attain state licensure or national certification. It is the student's responsibility to contact and verify with the State Board of Nursing whether or not he or she will be able to apply for licensure and take the NCLEX-RN® or national certification. Saint Luke's College does not control whether or not a student receives Registered Nurse licensing upon completion of the BSN program (approximately \$200).

Alcohol and Drug Testing

It is the policy of Saint Luke's College of Health Sciences to maintain an alcohol, tobacco and drug free workplace. Admitted students will be required to submit results of drug testing through CastleBranch. Students who test positive on their drug screening may not be allowed to participate in any clinical rotations and the admissions offer may be rescinded. Until further review from a medical review officer, applicants who provide an abnormally diluted sample will be offered the opportunity to take the drug test one more time.

Health Insurance Coverage

Students enrolled in all academic programs at SLCHS must provide documentation of personal health insurance coverage. Though not recommended, students may elect not to purchase health insurance coverage but must complete the health insurance waiver form.

BLS Affirmation

Students must provide proof of current American Heart Association BLS affirmation and upload to CastleBranch. This may be completed online but must also have a hands-on component checkoff to be acceptable. It is the responsibility of the students to obtain and maintain current BLS affirmation prior to and during their enrollment at Saint Luke's College. A CPR class is given at the beginning of each semester (approximately \$30). If the student is not

present for this event, they must obtain the appropriate documentation from the American Heart Association with a hands-on component checkoff.

Color Blindness Screening

Color blindness screen must be performed once at the beginning of the program and results documented. Screening must be done using a test which is approved by an ophthalmologist (i.e., Ishihara's Test).

Latex Allergy

SLCHS cannot guarantee a 100% latex-free environment given the prevalence of latex in a medical setting. SLCHS will make reasonable efforts to reduce latex exposure as much as possible. Supplies labeled 'natural latex-free' will be provided for the student. SLCHS cannot guarantee that any product labeled 'natural latex-free' is free of the oil-derivate that comprise 'synthetic latex.' If a student self identifies as latex allergic, Saint Luke's College will require the student to have a Latex Allergy Test (approximately \$200) and have their health care provider provide written documentation of what accommodations must be used while at SLCHS.

Confidentiality Statements

Students are required to complete three confidentiality statements including Saint Luke's Health System, CNE/KCANE and classroom statements available in CastleBranch.

Collegiate Nurse Educators (CNE)

The Collegiate Nurse Educators (CNE) manual must be read and the CNE exam passed with a 90% prior to starting the program.

Ongoing Student Requirements

All nursing students must meet the following annual requirements and upload to CastleBranch for approval.

- *TB Screen*
Students must get a TB test annually and remain in compliance throughout the program. Students who have been asked to obtain a chest x-ray due to a positive skin test will not be asked to repeat the x-ray, however completion of the TB questionnaire and a visit to the health care provider documenting no evidence of infectious TB is required annually.
- *Influenza*
The influenza vaccination must be completed yearly, typically completed in October-November. After students have received their yearly influenza vaccine, they must submit dated and signed documentation by a medical professional of a flu shot administered. The College conducts a flu shot clinic where students may receive a free influenza vaccine in the fall. If your clinical site requires it prior to this attending clinical, you are responsible for obtaining a flu shot elsewhere.
- Confidentiality statements must be signed annually.
- The Collegiate Nurse Educators (CNE) manual must be read and the CNE exam passed with a 90% every year.
- Complete the latex allergy questionnaire annually.
- BLS affirmation is current throughout attendance at SLCHS biennially.
- A background check or drug screening may be conducted at any time during attendance at SLCHS.

Associate of Science in Allied Health with a Direct Entry Option into the Bachelor of Science in Nursing (BSN) Degree Requirements

This is a sample program of study. Students will receive a current program of study prior to their program start.

Course Number	Course Title	Credit Hours
Required Courses (47 credits)		
COMM 110	Oral and Interpersonal Communication in Health	3
ENGL 130	Written Communication for Health Professionals	3
ENGL 150	Professional Communication in Health	3
HIST 120	Themes in the History of Modern Medicine	3
HUMS 145	Medical Ethics: Decision Making Under Uncertainty	3
PSYC 145	Sociocultural Approaches in Health Psychology	3
PSYC 225	Human Growth and Development	3
SOCI 140	Medical Sociology	3
MATH 207	Biostatistics	3
BSCI 225	Anatomy and Physiology I + Lab	4
BSCI 235	Anatomy and Physiology II + Lab	4
BSCI 250	Microbiology + Lab	3
CHEM 105	Principles of Chemistry + Lab	4
CHEM 202	Nutrition for Health Professionals	3
MATH 165	College Algebra	3
Additional General Education Requirement for AS degree		
GNED 100	Freshman Seminar	1
Electives (14 Credits)		
BADM 160	The Health Care Sector in the U.S. and Beyond	3
BADM 201	Business Principles for Health Care	3
BSCI 105	Principles of Biology	4
BSCI 115	Environmental Health	3
BSCI 240	Foundations of Epidemiology	3
BSCI 265	Pathophysiology	3
HLTH 110	Medical Terminology	2
HLTH 221	Global Health and Wellness	3
HUMS 205	Healing Through the Body: A Survey of Dance/ Movement Therapy	3
Math 110	Mathematical Principles for Health Professionals	3
PLSC 211	Introduction to Health Policy	3
SPAN 150	Spanish for Health Professions (Level 1)	3
SPAN 200	Conversational Spanish for Health Care Professionals (Level 2)	3
	Total Credits	63 Credits

*Principles of Biology is highly recommended for students going into a nursing program

Allied Health Course Descriptions

BADM 160 The Health Sector in the U.S. and Beyond: 3 Credit Hours

This course provides a basic description and explanation of the health care industry in the United States and worldwide. It examines how health care is structured, how it functions, its problems, and how its various elements interact to produce and supply health care. It examines the nature of health and the institutions and personnel that deliver health services. It explores the means by which we pay for these services; the relationship of technology to the provision of health care services is assessed; the various ways that government interacts with providers of health care services is studied; the ethical implications of issues in health care is investigated; issues of access to health care and vulnerable populations are explored.

BADM 201 Business Principles for Health Care: 3 Credit Hours

This course is designed to introduce students to the many facets of the business side of health care. Key concepts will include managing in a health care facility, motivational and leadership theories, marketing and quality improvement initiatives, technology, accounting and finance, and regulatory constraints.

BSCI 105 Principles of Biology: 4 Credit Hours

This course is an introduction to biology at the college level. An examination of the fundamental characteristics common among living things. Emphasis is placed upon studies of the cell, energy, metabolism, reproduction, heredity, ecology, phylogeny and the diversity of life.

BSCI 115 Environmental Health: 3 Credit Hours

The emphasis of this course is to understand the intricate biological, cultural and environmental interactions that have taken place throughout human history and the diversity of health issues that have emerged as the result of this interaction.

BSCI 120 Foundations of Anatomy and Physiology: 4 Credit Hours

This is a single semester course (lecture and lab) designed to provide an understanding of the structure and function of human anatomy, including the neuroendocrine, , musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. The course is designed for students wishing to pursue careers in health care.

BSCI 225 Anatomy and Physiology I + Lab: 4 Credit Hours

Anatomy and Physiology I is the first course of the two-term sequence in anatomy and physiology. This course serves as an introduction to the basic principles of anatomy and physiology. Topics covered include integumentary, skeletal, muscular, nervous, and special senses systems which are covered in detail. This course gives the student an in-depth understanding of how these systems work both independently and together in the human body.

BSCI 235 Anatomy and Physiology II + Lab: 4 Credit Hours

Anatomy and Physiology II is the second course of the two-term sequence in Anatomy and Physiology. Topics covered include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as how these systems work and relate to one another.

BSCI 240 Foundations of Epidemiology: 3 Credit Hours

This course provides a foundation of topics in epidemiology through examining infectious disease, chronic disease and general health. Students will learn from real world health problems

and demonstrate how epidemiology is used to better understand, prevent, and treat these “health states” among populations. Prerequisite: MATH 207 Biostatistics with a C or better

BSCI 250 Microbiology + Lab: 3 Credit Hours

This course is a survey of the microbial world; interactions between microbes and host; microbial diseases of humans; the environmental and economic impact of microorganisms. It provides allied health students with a background in basic and applied microbiology with an emphasis on the role microorganisms play in human health and life.

BSCI 265 Pathophysiology: 3 Credit Hours

This course provides students with the basic understanding of pathophysiology as a change from normal physiological functioning of the various systems of the human body. This course will focus on illness, injury, and disease within a systems framework across the adult lifespan. Emphasis will be put on select illnesses most often encountered by nurses and other allied health professionals.

CHEM 105 Principles of Chemistry + Lab: 4 Credit Hours

This course provides a basic understanding of the key chemistry principles needed for students in the health professions. Topics covered will include measurement in chemistry, the theory of atomic structure, chemical periodicity, types of chemical reactions in aqueous solution, chemical bonding, acids and bases, chemical equilibria and nuclear chemistry.

CHEM 202 Nutrition for Health Professionals: 3 Credit Hours

This course focuses on the application and discussion of fundamental nutrition components that are essential to health. Specific attention will be placed on nutrients and their functions, recommended nutrient intakes, evaluation of dietary adequacy, food sources and the relationship of nutrition to optimum health, disease prevention and specific medical conditions. Prerequisite: BSCI 225 with a C or better

COMM 110 Oral and Interpersonal Communication in Health: 3 Credit Hours

The ability to communicate effectively in a one-on-one setting and in a larger group is a critical skill that all health professionals must have. Scenarios in which such communication skills are needed include conversations with patients, discussions of cases with colleagues, teaching within the context of morning rounds or patient care, and interdisciplinary care.

This course will provide an overview of the major relationships in health in which such interpersonal communication is used, including the patient-provider relationship, the provider-provider relationship, the parent-child relationship, and the patient-caregiver relationship, and the other areas of health in which oral and interpersonal communication is important. The types of situations in which small-group health communication is necessary – such as morning rounds or a team meeting that includes several medical specialties – will be discussed and evaluated. Students will complete exercises in public speaking, small-group meetings, and presentations in order to understand course teachings on a real-world level. The importance of effective intrapersonal communication will also be explored.

ENGL 130 Written Communication for Health Professionals: 3 Credit Hours

Health professionals will be required to communicate in written form for multiple reasons in addition to charting and patient notes. Conducting clinical studies and investigations, teaching roles in academia, and communication with patients and peers will all necessitate effective written communication.

This course will describe the various situations in which medical professionals use writing and provide the skills necessary to accomplish each type of writing. Such skills include the trans-

lation of complex medical terminology and statistics into patient-friendly verbiage, describing the results of clinical studies in peer-reviewed journals, and teaching medical students.

In addition, more attention is increasingly being paid to the concept of “the educated” patient – a person who is knowledgeable about their health issues, does research about a diagnosis, asks for reading materials and further resources, and attempts to play a larger role in their own health care. This course will, in part, explore this emerging patient type and provide future clinicians with the written communication skills to engage and educate such patients, as well as strategies for web-based written communication, such as email and social media.

ENGL 150 Professional Communication in Health: 3 Credit Hours

Professional communication in health focuses, primarily, on the education of physicians-in-training and the continued education of established health professionals. This can happen through classes in medical school, continuing medical education activities, seminars and conferences, case-based discussions, and collaboration between medical specialties. One of the most established forms of professional communication for medical students, residents, fellows, and practicing clinicians is professional communication in a medical meeting or a conference, where health professionals gather to hear the results of studies, attend seminars, network, and earn continuing medical education credit.

This class will review the various ways in which all levels of health care professionals communicate, including medical school curriculum, routine discussions in the health care system, interdisciplinary/multi-specialty meetings regarding patient care, and meetings/conferences. Students will study these various types of communication and learn how to develop related content, including medical school curriculum, continuing medical education, and presentations for meetings/conferences. The roles of various relationship dynamics – including peer-to-peer and student-teacher – will be explored as they relate specifically to professional health communication.

GNED 100 Freshman Seminar: 1 Credit Hour

This course will provide practical tips for college success and is designed to empower students to be active learners by providing them with an intensive orientation to college. Students will explore college resources and activities, and work to build computer, study, and time management skills.

HIST 120 Themes in the History of Modern Medicine: 3 Credit Hours

This course introduces students to the historical context and development of important themes relevant to the medical profession, including disease categorization and stigmatization, medical education, and the professionalization of medicine in America. Although focused on the U.S., topics will enable students to understand health and medicine in a global context. Students will read literature that will lay the historical foundation for their field with profession-relevant themes.

HLTH 100 First Aid and CPR: 1 Credit Hour

This course teaches students critical skills needed to respond to and manage a first aid or cardiac emergency. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies as well as BLS-CPR and AED. The CPR portion of the course teaches how to perform CPR on adults, children, and infants (including rescue breathing with a mask, a bag-mask device, and oxygen); how to use an automated external defibrillator (AED); and how to help someone who is choking. Passing a practical skills and written exam with an 80% or better is required for certification.

HLTH 110 Medical Terminology: 2 Credit Hours

This course introduces the skills and knowledge needed to develop an understanding of the language of medicine and health care. This course will increase the student's ability to utilize and recognize medical terminology through the use of medical word stems, suffixes, and prefixes as related to the body systems, diseases, and medical conditions. Word pronunciation, spelling, and basic documentation are also emphasized.

HLTH 200 Principles of Public Health: 3 Credit Hours

This course offers an introduction to the principles and practice of safeguarding and improving the health and well-being of populations. Students examine the philosophies, goals, history, and organization of the field of public health. The course explores key concepts of public health, including morbidity and mortality, infectious and chronic disease, social determinants of health, and health disparities within populations.

HLTH 210 Global Encounters: How We See the World and How the World Sees Us: 3 Credit Hours

We hear a great deal about how we should think about other countries or cultures, and how they think about the United States through the media and other forms of communication. What we do not often think about, however, is how accurate these descriptions are. Why, for instance, are some countries considered allies and others considered enemies? How does the way in which we perceive the world as a whole affect how we feel about specific nations or regions? This course directs our inquiries into these questions by: (1) showing which sources of global information are reliable and which are biased, (2) showing different ways we can understand the international environment and how that affects our reactions to different nations, and (3) describing tools we can use to understand other cultures so they do not seem so mysterious or "foreign" to us.

After addressing these questions, we turn to the opposite perspective: how and why we perceive how other nations feel about the United States. Can we assess accurately whether citizens of other countries regard our nation positively or negatively? If so, how do we go about doing so? How does the unique position of the U.S. in the world affect other nations' opinions of us? This second part of the course directs our inquiries by: (1) discussing how being the world's pre-eminent military and economic power defines our reputation in other countries, (2) exploring how our actions impact other nations in ways we often do not expect or intend, and (3) understanding how to encounter individuals from other nations respectfully to learn about why they hold the views they do, even when we do not agree or accept their opinions about the U.S.

The overall goal is not to propose solutions on how to make citizens of other countries "like" us, nor to find ways to defuse conflict with other nations. Rather, it seeks to give students tools for understanding and evaluating the rationale behind the different perspectives they encounter from other countries.

HLTH 221 Global Health and Wellness: Visions of Global Health Care: 3 Credit Hours

This course serves as an introduction to visions of how and when people care for each other drawing upon the fields of medical anthropology, global public health, and public policy. The course focuses upon different understandings of health care. In some societies being able to work is a central measure of being healthy. In another society if you are unhappy you are ill. These varied concepts are reflected in the kind of care offered around the world. Because responsible health-giving systems respond to societies' changing needs and situations, students will learn about the skills needed for this kind of problem-solving, but also come to understand that there is an urgent and vital global need for the exchange of ideas and resources in global health care systems.

HLTH 225 Public Health Systems: 3 Credit Hours

In this course, students engage in a systems-level analysis of the implications of health care policy on issues of access, equity, affordability, and social justice in public health. They examine legislative, regulatory and financial processes relevant to the organization and provision of public health services. Students also assess the impact of these processes on quality and safety in the practice environment and disparities in the health care system.

HLTH 275 Public Health Education and Communication: 3 Credit Hours

This course provides students with an overview of health education and its role in improving the health of individuals as well as populations. This course also examines the primary responsibilities and competencies of public health educators and discusses effective methods of communication of health-related issues with public and private entities.

HLTH 299 Internship in Public Health: 2 Credit Hours

This capstone course enables students in public health to apply theoretical concepts of the classroom to the realities of the field in a public health setting. Students will be required to complete a minimum of 100 hours at the clinical site under the direction of a site supervisor.

HUMS 145 Medical Ethics: Decision Making Under Uncertainty: 3 Credit Hours

This course will introduce the student to ethical problems associated with the practice of medicine, the pursuit of biomedical research, and health care social policy. The course will begin with an introductory examination of major ethical theories and moral principles. With the use of these theories and principles, the course will explore such issues as autonomy, truth telling and patient confidentiality; research ethics and informed consent; animal experimentation; reproductive control; assisted reproduction and human reproductive cloning; abortion; the dilemma of impaired infants; treating or terminating; euthanasia and assisted reproduction; organ transplants and scarce medical resources; and justice and the distribution of health care.

HUMS 205 Healing Through the Body: A Survey of Dance/Movement Therapy: 3 Credit Hours

This course offers an overview of the practice of Dance/Movement Therapy (DMT) and its application as treatment modality for medical and mental health needs. Information regarding the history and evolution of DMT, common techniques and their applicability in traditional counseling, ethical concerns, multicultural awareness, and the use of this approach with special populations will be reviewed.

MAST 105 Medical Safety and Compliance: 3 Credit Hours

This course introduces the student to infection and hazard control procedures necessary for the health care worker. Topics include an introduction to blood-borne pathogens, practical infection control, OSHA standards, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, ergonomics, personal safety, and applicable laws.
(Prerequisite: Admission into the medical assisting program—F1 status)

MAST 120 Laboratory Skills and Techniques: 4 Credit Hours

This course provides instruction in laboratory procedures. Topics include asepsis, infection control, collecting and processing specimens, performing selective laboratory tests, phlebotomy, screening and follow-up of test results, and proper documentation of results.
(Prerequisite: F2 status)

MAST 170 Exam Room Techniques and Patient Care: 4 Credit Hours

This theoretical and laboratory course provides the students with the knowledge and skills necessary to perform a comprehensive health assessment utilizing the skills of history taking, vital signs, inspection, palpation, percussion, auscultation, as well as lab and other diagnostic

procedures. Normal assessment findings, frequently seen variations from normal, and cultural differences are discussed. Students will also gain the skills and knowledge associated with exam room techniques and procedures including patient education, preparation and administration of medications, assisting with exams and treatment, EKG, and medical emergencies. (Prerequisite: MAST 105 and BSCI 225 with a C or better and F2 status)

MAST 200 Medical Coding and Reimbursement: 4 Credit Hours

This course provides an in-depth study of the International Classification of Diseases (ICD-10-CM) and Common Procedural Terminology (CPT) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding covering all body systems.

(Corequisite: F2 status and taken concurrently with MAST 205)

MAST 205 Office Finances and Billing: 3 Credit Hours

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, financial record keeping, and insurance billing. It also provides experience in processing records for outpatient settings using a medical office software program.

(Corequisite: F2 status and taken concurrently with MAST 200)

MAST 210 Office Organization and Administration: 3 Credit Hours

This course is designed to introduce the student to general and administrative duties found in a medical office and includes appointment scheduling, records management, written communications, preparation of medical records, professional reports, telephone procedures, telephone competency and customer service. This course includes office simulations in all of these areas as well as lecture, discussion, and lab sessions using interpersonal skills.

(Prerequisite: So1 status)

MAST 245 Pharmacology and Medication Administration: 3 Credit Hours

This course focuses on major drug groups, including their side effects, interactions, methods of administration, dosage calculations, and proper documentation. Additional focus will include the proper use of the Physicians' Desk Reference (PDR) and how to accurately read, prepare and call in written prescriptions. (Prerequisite: MATH 110 Mathematical Principles for Health Professionals with a C or better and So1 status)

MAST 280 Medical Assisting Practicum I: 5 Credit Hours

This course allows the student to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for the comprehensive patient care and strengthening professional communications and interactions under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience—160 minimum hours up to 218 hours (includes a 3-week orientation, 8-week practicum (3 days per week, 8-hour shifts)], and a 4-week review to include employment skill preparation. (Corequisite: So2 status and concurrent enrollment in MAST 285)

MAST 285 Medical Assisting Capstone: 1 Credit Hour

Taken in conjunction with the Medical Assisting Practicum, students will learn job-search techniques and skills for entry-level medical assistants as well as share their practicum experiences with the class and learn from other students as well. Students will also review

relevant topics and conduct mock exams to prepare to sit for the medical assisting credential examination, taken in the final weeks of the course. (Prerequisite: So2 status and concurrent enrollment in MAST 280)

MAST 290 Topics in Medical Assisting: 3 Credit Hours

This course provides a review for graduates from medical assistant programs and experienced medical assistants who may be preparing to take the national certification exam. Viewed as a valued member of the health care team; the demand has increased for the medical assistant. This course will examine the new and challenging roles of the medical assistant as well as clinical and administrative tasks. Included in this course are communication skills, legal and ethical issues, groundbreaking theory in regards to patient education, insurance and coding updates as well as a brief review of in-office processes and procedures.

MATH 110 Mathematical Principles for Health Professionals: 3 Credit Hours

This course is designed to focus, utilize and build on mathematical skills commonly used in all health occupations. Students will use applied techniques, problem-solving and critical thinking to perform mathematical operations such as computations, ratio and proportion, weights and measurements and conversions.

MATH 165 College Algebra: 3 Credit Hours

This course emphasizes the use of algebra and functions in problem solving and modeling. Appropriate use of technology and applying mathematics to real-world situations is emphasized. Topics include linear, quadratic, polynomial, rational, radical, and exponential equations and functions. Students whose programs recommend a college algebra course or need to prepare for higher-level mathematics courses should take this course.

MATH 207 Biostatistics: 3 Credit Hours

Biostatistics is an introduction to statistical concepts and reasoning. This course provides a survey of data and data types. Specific topics include tools for describing central tendency and variability in data; methods for performing inference on population means and proportions via sample data; statistical hypothesis testing and its application to group comparisons; issues of effect and sample size. Research design will complement each analysis type. All computations will be computer software based and the emphasis is on interpretation and concepts. This course is a non-mathematical approach designed for the biostatistics allied health consumer.

PLSC 211 Introduction to Health Policy: 3 Credit Hours

The course provides students with an introduction to the study of health policy and legal practices by linking the theoretical with the practical. The course focuses on three areas of analysis: (1) descriptive (2) evaluative and (3) prescriptive. Students will develop skills required to define and critically examine policy problems, articulate relevant decision-making criteria and assess alternative policy options in the health care sector.

PSYC 145 Sociocultural Approaches in Health Psychology: 3 Credit Hours

Sociocultural Approaches in Health Psychology focuses on the biopsychosocial model of health in which biological, psychological, social and cultural factors contribute to health and well-being, as well as illness and disease. The course will examine the development of the field of health psychology, discuss the research methods used by health psychologists, exam-

ine health enhancing behaviors such as exercise and nutrition, as well as health compromising behaviors such as drug abuse and other risky behaviors and discuss models that explain behavior maintenance and change. Each health behavior will be examined from within a sociocultural perspective. Additionally, attention will be devoted to a discussion of how health psychology can function in shaping health care policy.

PSYC 225 Human Growth and Development: 3 Credit Hours

The course is a survey of the physical, cognitive, emotional and social factors in human development from conception to death. Students will learn about various theories, themes and concepts applicable to the life-span from birth through senescence and death; and explore ways in which they can apply these to their own development and the development of others.

SOCI 140 Medical Sociology: 3 Credit Hours

This course provides students with a general understanding of the theoretical, conceptual, and methodological approaches to studying people in groups, institutions, societies and interpersonal interaction as applied to the medical field. It critically analyzes the social construction and perceptions of health, illness and medical organization.

SPAN 150 Spanish for Health Professionals (Level 1): 3 Credit Hours

Spanish for Medical Professionals is designed for health professions students who want to learn Spanish at a Novice-Mid/High level according to the ACTFL Proficiency Guidelines. This course, taught in Spanish, will prepare health care students to develop proficiency and confidence in their working language skills to communicate effectively and confidently with Spanish-speaking patients in medical and healthcare settings. Students will be exposed to a variety of medical and health science terminology common to clinical settings as well as the fundamental principles of Spanish pronunciation and oral practice including phonetics, morphology, grammar, sentence structure and conjugation through a variety of learning techniques like readings, discussions, films, role-playing, and writing assignments. In addition to improving Spanish fluency, this course provides transcultural training aimed at understanding the cultural issues related to successful interactions with Spanish-speaking patients and their families.

SPAN 200 Conversational Spanish for Health Care Professionals (Level 2): 3 Credit Hours

This course is designed for health professions students who want to learn Spanish at an Intermediate-Mid level according to the ACTFL Proficiency Guidelines. This course, taught in Spanish, will prepare health care practitioners to achieve a fluency and competence in medical Spanish through the practice of pronunciation, vocabulary, idioms, and grammatical structures, all within the context of the medical and health-related professions. Focus is placed on role-playing activities and dialogues that simulate the most common medical scenarios. At the end of the course, students will have acquired in-depth vocabulary related to the body, medications, illnesses and other relevant terminology, as well as language to use in clinical situations, like instructions during a hospital visit. Students will expand their knowledge and practice with advanced linguistic skills and cultural sensitivity to better understand and treat patients with a Hispanic cultural background.

SPAN 220 The Latin American Boom and Exile of the Latino Writer in the America's 21st Century: 3 Credit Hours

Offered as an elective to students interested in surveying the literature of Latin America from the past 50 years, this course will focus primarily on the "Latin American Boom," its causes and legacies. Throughout the course, students will engage with the works of some of the most notable novelists of this era, to experience and analyze their innovations in narrative storytelling, linguistics and magical realism. Students will study, comment on and evaluate the literary precedents of Hispanic writers through a review of the work of the masters including Borjes, Sábato, Onetti and Artl before delving into the writings of newer writers like Fuentes, García Márquez, Vargas Llosa and Cortázar.

This course will also examine the period known as the "Other Boom" and its similarities and differences to the classical boom, whose main representatives are Rulfo, Carpentier, Lezama Lima and Cabrera Infante. Coursework will examine how contemporary writers like Piglia, Allende and Bolaño have integrated Latin Boom characteristics into their modern text. This historical-literary connection will culminate with the study of some of the works of Latin American literature written in the United States during the 21st Century.

Allied Health Tuition and Fees

Spring 2018	
General Education Course Tuition	\$300 per credit hour
Technology fee*	\$25 per credit hour
Library fee*	\$25 each semester
Activity fee*	\$25 each semester
Returned Check fee*	\$35 each occurrence
Other Estimated Expenses	
Books	\$250 per semester

*Non-refundable

Tuition and fees are subject to change.

Add/Drop/Withdrawal and Tuition/Fee Dates

Revised December 20, 2017

Add/Drop/Withdrawal Dates					
Fall 2017 August 28-December 15					
	Full Semester Course	First 7.5-Week Course	Second 7.5-Week Course	10-Week Course	5-Week Course
Last Day to Add/Drop	1-Sep	30-Aug	23-Oct	30-Aug	7-Nov
Last Day to Withdraw	10-Nov	28-Sep	15-Nov	13-Oct	1-Dec
Spring 2018 January 8–April 27					
Last Day to Add/Drop	19-Jan	12-Jan	8-Mar	17-Jan	30-Mar
Last Day to Withdraw	23-Mar	9-Feb	12-Apr	2-Mar	18-Apr
Summer 2018 May 7–August 24					
Last Day to Add/Drop	18-May	11-May	12-Jul	n/a	n/a
Last Day to Withdraw	20-Jul	8-Jun	9-Aug	n/a	n/a
Tuition/Fees Dates					
Fall 2017 August 28–December 15					
Tuition and Fees Due	28-Aug	28-Aug	28-Aug	28-Aug	28-Aug
Last date for 100% refund	1-Sep	30-Aug	23-Oct	30-Aug	7-Nov
Last date for 75% refund	15-Sep	8-Sep	27-Oct	9-Sep	n/a
Last date for 50% refund	22-Sep	15-Sep	3-Nov	15-Sep	17-Nov
Spring 2018 January 8–April 27					
Tuition and Fees Due	8-Jan	8-Jan	8-Jan	8-Jan	8-Jan
Last date for 100% refund	19-Jan	12-Jan	8-Mar	17-Jan	30-Mar
Last date for 75% refund	26-Jan	19-Jan	9-Mar	19-Jan	n/a
Last date for 50% refund	2-Feb	26-Jan	23-Mar	26-Jan	6-Apr
Summer 2018 May 7–August 24					
Tuition and Fees Due	7-May	7-May	7-May	n/a	n/a
Last date for 100% refund	18-May	11-May	12-Jul	n/a	n/a
Last date for 75% refund	25-May	18-May	13-Jul	n/a	n/a
Last date for 50% refund	1-Jun	25-May	20-Jul	n/a	n/a

Master of Science in Nursing (MSN)

Effective Summer 2018

Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP) Family Nurse Practitioner (FNP)

MSN Admissions Requirements

The application must be filled out completely. It is the applicant's responsibility to ensure all application materials are received by the admissions office. Materials received after the application deadline are not guaranteed to be reviewed by the admissions committee.

1. Bachelor of Science in Nursing (BSN) from a nursing program accredited by CCNE or ACEN and regionally accredited institution of higher learning.
 - A minimum cumulative GPA of 3.25
2. Students can be admitted directly from the SLCHS RN-BSN degree program and students must hold an active, unencumbered Registered Nurse License in the state where their practicums are held.
3. Official transcripts are required from all universities or colleges and other post-secondary educational institutions attended.
4. Three professional letters of recommendation sent directly to the admissions office:
 - a. Letters need to come from current or previous supervisors, prior nursing faculty, or other individuals who can address the candidate's clinical knowledge, skill, and prospective aptitude for success within a graduate program of study; and
 - b. Letters may not come from direct peers or family members.
5. Personal statement (400 to 800 words) addressing the following:
 - a. Discuss why you want to pursue the MSN degree and your specialty of choice.
 - b. Describe how your past and/or ongoing work experience will enhance your experience in this program.
 - c. State your goals/plans upon completion of the degree.
6. Current resume/CV including detail of responsibilities and specific job experience.
7. AG-ACNP students must have a minimum of one-year relevant nursing experience in an acute care (hospital) setting before the beginning of the program.
8. The \$50 application fee is due upon completion of the application. There is a prompt to enter card information before submitting. Payment can be made with Discover, Visa, American Express, or MasterCard. The \$50 application fee is non-refundable.
9. Once a completed application (with all appropriate components) is submitted, interviews will be extended to eligible candidates.
10. Additional coursework or experience may be required.

For specific questions regarding the AG-ACNP program, please contact Shane Hagan at shagan@saintlukescollege.edu. For questions about the FNP, please contact Janet Clark at jclark@saintlukescollege.edu.

For questions about the admissions process, please contact the admissions office at:
Phone: 816-936-8700
Email: admissions@saintlukescollege.edu

AG-ACNP Recommended Program of Study (Full Time)

Effective Summer 2018

Summer Semester 1		
Course Number	Course Title	Credit Hours
N501	Professional Role Development and Scholarly Writing	3
N505	Theoretical Foundations in Nursing Practice	3
N565	Advanced Pathophysiology and Disease States	3
	Total Credits	9
Fall Semester I		
N545	Advanced Healthcare Research	3
N515	Policy Organization Finance & Healthcare Systems	3
N575	Advanced Pharmacology	3
	Total Credits	9
Spring Semester I		
N696	Applied Statistics for Advanced Nursing Practice (If not previously taken as prerequisite)	3
N525	Health Promotion, Health Protection and Disease Prevention	3
N595	Advanced Health Assessment and Physical Diagnosis	3
N520	Advanced Acute Care Immersion (4-day/30-hour On-Campus Requirement)	1
N523	Advanced Acute Care Topics	1
	Total Credits	8-11
Summer Semester II		
N791	Advanced Health Care Informatics	2
N580	Adult-Gerontology Acute Care I Diagnostics and Intervention	4
N582	Adult-Gerontology Acute Care I Diagnostics and Intervention Practicum (200 Practicum Hours)	2
	Total Credits	8
Fall Semester II		
N680	Adult-Gerontology Acute Care II Diagnostics and Intervention	4
N682	Adult-Gerontology Acute Care II Diagnostics and Intervention Practicum (200 Practicum Hours)	2
	Total Credits	6
Spring Semester II		
N620	Advanced Acute Care Immersion II (4-day/30-hour On-Campus Requirement)	1
N780	Adult-Gerontology Acute Care III Diagnostics and Intervention	3
N782	Adult Gerontology Acute Care III Diagnostics and Intervention Practicum (200 Clinical Hours)	2
	Total Credits	6
	Program Total Credits	46-49

AG-ACNP Recommended Program of Study (Part Time)

Effective Summer 2018

Summer Semester 1		
Course Number	Course Title	Credit Hours
N501	Professional Role Development and Scholarly Writing	3
N505	Theoretical Foundations in Nursing Practice	3
	Total Credits	6
Fall Semester I		
N545	Advanced Healthcare Research	3
N515	Policy Organization Finance & Healthcare Systems	3
	Total Credits	6
Spring Semester I		
N696	Applied Statistics for Advanced Nursing Practice (If not previously taken as prerequisite)	3
N525	Health Promotion, Health Protection and Disease Prevention	3
	Total Credits	3-6
Summer Semester II		
N565	Advanced Pathophysiology and Disease States	3
N791	Advanced Health Care Informatics	2
	Total Credits	5
Fall Semester II		
N575	Advanced Pharmacology	3
	Total Credits	3
Spring Semester II		
N595	Advanced Health Assessment and Physical Diagnosis	3
N520	Advanced Acute Care Immersion (4-day/30-hour On-Campus Requirement)	1
N523	Advanced Acute Care Topics	1
	Total Credits	5
Summer Semester III		
N580	Adult-Gerontology Acute Care I Diagnostics and Intervention	4
N582	Adult-Gerontology Acute Care I Diagnostics and Intervention Practicum (200 Practicum Hours)	2
	Total Credits	6
Fall Semester III		
N680	Adult-Gerontology Acute Care II Diagnostics and Intervention	4
N682	Adult-Gerontology Acute Care II Diagnostics and Intervention Practicum (200 Practicum Hours)	2
	Total Credits	6
Spring Semester III		
N620	Advanced Acute Care Immersion II (4-day/30-hour On-Campus Requirement)	1
N780	Adult-Gerontology Acute Care III Diagnostics and Intervention	3
N782	Adult Gerontology Acute Care III Diagnostics and Intervention Practicum (200 Clinical Hours)	2
	Total Credits	6
	Program Total Credits	46-49

Academic Calendar 2017-2018

Fall 2017 (15 weeks)

Monday, August 28.....	Fall Semester Begins—All Programs
Monday, August 28.....	Tuition and Fees Due
Monday, September 4.....	Labor Day—No Classes Meet
Thursday, September 21.....	Midterm Grades Due for First 7.5-Week Courses
Friday, September 29.....	Midterm Grades Due for 10-Week Courses
Friday, October 13.....	Midterm Grades Due for 15-Week Courses
Wednesday, October 18.....	Final Grades due for First 7.5-Week Courses
Wednesday, October 18.....	First 7.5-Week Courses End
Thursday, October 19.....	Second 7.5-Week Courses Begin
Friday, November 3.....	10-Week Courses End
Monday, November 6.....	5-Week Courses Begin
Wednesday, November 8.....	Final Grades Due for 10-Week Courses
Monday, November 13.....	Midterm Grades Due for Second 7.5-Week Courses
Monday, November 20-Friday, November 24.....	Thanksgiving Break—No Classes Meet
Wednesday, November 29.....	Midterm Grades Due for 5-Week Courses
Monday, December 11-Thursday, December 14.....	Final Exams
Friday, December 15.....	Last Day of Semester
Saturday, December 16.....	Commencement
Wednesday, December 20.....	Final Grades Due

Spring 2018 (15 weeks)

Monday, January 8.....	Spring Semester Begins—All Programs
Monday, January 8.....	Tuition and Fees Due
Monday, January 15.....	Martin Luther King Day—No Classes Meet
Thursday, February 1.....	Midterm Grades Due for First 7.5-Week Courses
Friday, February 9.....	Midterm Grades Due for 10-Week Courses
Friday, February 23.....	Midterm Grades Due for 15-Week Courses
Wednesday, February 28.....	Final Grades due for 7.5-Week Courses
Wednesday, February 28.....	First 7.5-Week Courses End
Thursday, March 1.....	Second 7.5-Week Courses Begin
Monday, March 12-Friday, March 16.....	Spring Break—No Classes Meet
Friday, March 23.....	10-Week Courses End
Monday, March 26.....	5-Week Courses Begin
Wednesday, March 28.....	Final Grades Due for 10-Week Courses
Friday, March 30.....	Good Friday—No Classes Meet
Monday, April 2.....	Midterm Grades Due for Second 7.5-Week Courses
Wednesday, April 11.....	Midterm Grades Due for 5-Week Courses
Monday, April 23-Thursday, April 26.....	Final Exams
Friday, April 27.....	Last Day of Semester
Saturday, April 28.....	Commencement
Thursday, May 3.....	Final Grades Due

Summer 2018 (15 weeks)

Monday, May 7.....	Summer Semester Begins—All Programs
Monday, May 7.....	Tuition and Fees Due
Monday, May 28.....	Memorial Day—No Classes Meet
Wednesday, June 27.....	First 7.5-Week Session Ends
Thursday, June 28.....	Second 7.5-Week Session Begins
Monday, July 2-Friday, July 6.....	Summer Break—No Classes Meet
Friday, August 24.....	Summer Session Ends

Academic Calendar 2018-2019

Effective Fall 2018

Fall 2018 (15 Weeks)

Thursday, August 30, 2018	Fall Semester Begins—All Programs
Thursday, August 30, 2018	Tuition and Fees Due
Monday, September 3, 2018	Labor Day—No Classes Meet
Monday, September 24, 2018	Midterm Grades Due for First 7.5-Week Courses
Monday, October 8, 2018	Midterm Grades Due for 10-Week Courses
Friday, October 19, 2018	First 7.5-Week Courses End
Monday, October 22, 2018	Second 7.5-Week Courses Begin
Monday, October 22, 2018	Midterm Grades Due for 15-Week Courses
Monday, October 22, 2018	Final Grades due for First 7.5-Week Courses
Wednesday, November 7, 2018	10-Week Courses End
Thursday, November 8, 2018	5-Week Courses Begin
Monday, November 12, 2018	Final Grades Due for 10-Week Courses
Monday, November 19, 2018	Midterm Grades Due for Second 7.5-Week Courses
Thursday, Nov. 22-Friday, Nov. 23, 2018	Thanksgiving Break—No Classes Meet
Monday, December 3, 2018	Midterm Grades Due for 5-Week Courses
Monday, Dec. 10-Thursday, Dec. 13, 2018	Final Exams
Friday, December 14, 2018	Last Day of Semester—All Programs
Saturday, December 15, 2018	Commencement
Monday, December 17, 2018	Final Grades Due

Spring 2019 (15 Weeks)

Monday, January 7, 2019	Spring Semester Begins—All Programs
Monday, January 7, 2019	Tuition and Fees Due
Monday, January 21, 2019	Martin Luther King Day—No Classes Meet
Monday, February 4, 2019	Midterm Grades Due for First 7.5-Week Courses
Monday, February 11, 2019	Midterm Grades Due for 10-Week Courses
Wednesday, February 27, 2019	First 7.5-Week Courses End
Thursday, February 28, 2019	Second 7.5-Week Courses Begin
Monday, March 4, 2019	Midterm Grades Due for 15-Week Courses
Monday, March 4, 2019	Final Grades Due for 7.5-Week Courses
Monday, March 11-Friday, March 15, 2019	Spring Break—No Classes Meet
Friday, March 22, 2019	10-Week Courses End
Monday, March 25, 2019	Final Grades Due for 10-Week Courses
Monday, March 25, 2019	5-Week Courses Begin
Monday, April 1, 2019	Midterm Grades Due for Second 7.5-Week Courses
Monday, April 15, 2019	Midterm Grades Due for 5-Week Courses
Monday, April 22-Thursday, April 25, 2019	Final Exams
Friday, April 26, 2019	Last Day of Semester—All Programs
Saturday, April 27, 2019	Commencement
Monday, April 29, 2019	Final Grades Due

Summer 2019 (15 Weeks)

Monday, May 6, 2019	Summer Semester Begins—All Programs
Monday, May 6, 2019	Tuition and Fees Due
Monday, May 27, 2019	Memorial Day—No Classes Meet
Wednesday, June 26, 2019	First 7.5-Week Courses Ends
Thursday, June 27, 2019	Second 7.5-Week Courses Begins
Monday, July 1, 2019	Final Grades Due for First 7.5-Week Courses
Thursday, July 4, 2019	Fourth of July—No Classes Meet
Friday, August 16, 2019	Summer Semester Ends
Monday, August 19, 2019	Final Grades Due for Second 7.5-Week Courses\

Add/Drop/Withdrawal Dates 2018-2019

Fall 2018 — Last Day to Add/Drop

15-week courses — Monday, September 12, 2018
10-week courses — Friday, September 7, 2018
First 7.5-week courses — Wednesday, September 5, 2018
Second 7.5-week courses — Friday, October 26, 2018
5-week courses — Monday, November 14, 2018

Fall 2018 — Last Day to Withdraw

15-week courses — Wednesday, November 7, 2018
10-week courses — Wednesday, October 24, 2018
First 7.5-week courses — Wednesday, October 3, 2018
Second 7.5-week courses — Wednesday, November 21, 2018
5-week courses — Wednesday, November 28, 2018

Spring 2019 — Last Day to Add/Drop

15-week courses — Friday, January 18, 2019
10-week courses — Wednesday, January 16, 2019
First 7.5-week courses — Friday, January 11, 2019
Second 7.5-week courses — Wednesday, March 6, 2019
5-week courses — Friday, March 29, 2019

Spring 2019 — Last Day to Withdraw

15-week courses — Friday, March 15, 2019
10-week courses — Friday, March 1, 2019
First 7.5-week courses — Friday, February 8, 2019
Second 7.5-week courses — Wednesday, April 3, 2019
5-week courses — Friday, April 12, 2019

Summer 2019 — Last Day to Add/Drop

15-week courses — Friday, May 17, 2019
First 7.5-week courses — Friday, May 10, 2019
Second 7.5-week courses — Wednesday, July 3, 2019

Summer 2019 — Last Day to Withdraw

15-week courses — Friday, July 12, 2019
First 7.5-week courses — Friday, June 7, 2019
Second 7.5-week courses — Wednesday, July 31, 2019

Tuition Refund Dates 2018-2019

Fall 2018

Fall 2018 — 15-Week Courses

Tuition and Fees Due — Thursday, August 30, 2018
Last Date for a 100% Refund — Friday, September 7, 2018
Last Date for a 75% Refund — Friday, September 14, 2018
Last Date for a 50% Refund — Friday, September 21, 2018

Fall 2018 — 10-Week Courses

Tuition and Fees Due — Thursday, August 30, 2018
Last Date for a 100% Refund — Friday, August 31, 2018

Last Date for a 75% Refund — Friday, September 7, 2018
Last Date for a 50% Refund — Friday, September 14, 2018

Fall 2018 — First 7.5-Week Courses

Tuition and Fees Due — Thursday, August 30, 2018
Last Date for a 100% Refund — Friday, August 31, 2018
Last Date for a 75% Refund — Friday, September 7, 2018
Last Date for a 50% Refund — Friday, September 14, 2018

Fall 2018 — Second 7.5-Week Courses

Tuition and Fees Due — Thursday, August 30, 2018
Last Date for a 100% Refund — Friday, October 26, 2018
Last Date for a 75% Refund — Friday, November 2, 2018
Last Date for a 50% Refund — Friday, November 9, 2018

Fall 2018 — 5-Week Courses

Tuition and Fees Due — Thursday, August 30, 2018
Last Date for a 100% Refund — Friday, November 9, 2018
Last Date for a 50% Refund — Friday, November 16, 2018

Spring 2019

Spring 2019 — 15-Week Courses

Tuition and Fees Due — Monday, January 7, 2019
Last Date for a 100% Refund — Friday, January 18, 2019
Last Date for a 75% Refund — Friday, January 25, 2019
Last Date for a 50% Refund — Friday, February 1, 2019

Spring 2019 — 10-Week Courses

Tuition and Fees Due — Monday, January 7, 2019
Last Date for a 100% Refund — Friday, January 11, 2019
Last Date for a 75% Refund — Friday, January 18, 2019
Last Date for a 50% Refund — Friday, January 25, 2019

Spring 2019 — First 7.5-Week Courses

Tuition and Fees Due — Monday, January 7, 2019
Last Date for a 100% Refund — Friday, January 11, 2019
Last Date for a 75% Refund — Friday, January 18, 2019
Last Date for a 50% Refund — Friday, January 25, 2019

Spring 2019 — Second 7.5-Week Courses

Tuition and Fees Due — Monday, January 7, 2019
Last Date for a 100% Refund — Friday, March 1, 2019
Last Date for a 75% Refund — Friday, March 8, 2019
Last Date for a 50% Refund — Friday, March 15, 2019

Spring 2019 — 5-Week Courses

Tuition and Fees Due — Monday, January 7, 2019
Last Date for a 100% Refund — Friday, March 29, 2019
Last Date for a 50% Refund — Friday, April 5, 2019

Summer 2019

Summer 2019 — 15-Week Courses

Tuition and Fees Due — Monday, May 6, 2019

Last Date for a 100% Refund — Friday, May 17, 2019

Last Date for a 75% Refund — Friday, May 24, 2019

Last Date for a 50% Refund — Friday, May 31, 2019

Summer 2019 — First 7.5-Week Courses

Tuition and Fees Due — Monday, May 6, 2019

Last Date for a 100% Refund — Friday, May 10, 2019

Last Date for a 75% Refund — Friday, May 17, 2019

Last Date for a 50% Refund — Friday, May 24, 2019

Summer 2019 — Second 7.5-Week Courses

Tuition and Fees Due — Monday, May 6, 2019

Last Date for a 100% Refund — Friday, June 28, 2019

Last Date for a 75% Refund — Friday, July 5, 2019

Last Date for a 50% Refund — Friday, July 12, 2019

Academic Calendar 2019-2020

Effective Fall 2019

Fall 2019 (15 Weeks)

Monday, August 26, 2019.....	Fall Semester Begins—All Programs
Monday, August 26, 2019.....	Tuition and Fees Due
Monday, September 2, 2019.....	Labor Day—No Classes Meet
Monday, September 23, 2019.....	Midterm Grades Due for First 7.5-Week Courses
Monday, September 30, 2019.....	Midterm Grades Due for 10-Week Courses
Wednesday, October 16, 2019.....	First 7.5-Week Courses End
Thursday, October 17, 2019.....	Second 7.5-Week Courses Begin
Monday, October 21, 2019.....	Midterm Grades Due for 15-Week Courses
Monday, October 21, 2019.....	Final Grades due for First 7.5-Week Courses
Friday, November 1, 2019.....	10-Week Courses End
Monday, November 4, 2019.....	Final Grades Due for 10-Week Courses
Monday, November 4, 2019.....	5-Week Courses Begin
Monday, November 11, 2019.....	Midterm Grades Due for Second 7.5-Week Courses
Monday, Nov. 25-Friday, Nov. 29, 2019.....	Thanksgiving Break—No Classes Meet
Monday, December 2, 2019.....	Midterm Grades Due for 5-Week Courses
Monday, Dec. 9-Thursday, Dec. 12, 2019.....	Final Exams
Friday, December 13, 2019.....	Last Day of Semester—All Programs
Saturday, December 14, 2019.....	Commencement
Monday, December 16, 2019.....	Final Grades Due

Spring 2020 (15 Weeks)

Monday, January 6, 2020.....	Spring Semester Begins—All Programs
Monday, January 6, 2020.....	Tuition and Fees Due
Monday, January 20, 2020.....	Martin Luther King Day—No Classes Meet
Monday, February 3, 2020.....	Midterm Grades Due for First 7.5-Week Courses
Monday, February 10, 2020.....	Midterm Grades Due for 10-Week Courses
Wednesday, February 26, 2020.....	First 7.5-Week Courses End
Thursday, February 27, 2020.....	Second 7.5-Week Courses Begin
Monday, March 2, 2020.....	Midterm Grades Due for 15-Week Courses
Monday, March 2, 2020.....	Final Grades due for 7.5-Week Courses
Monday, March 9-Friday, March 13, 2020.....	Spring Break—No Classes Meet
Friday, March 20, 2020.....	10-Week Courses End
Monday, March 23, 2020.....	Final Grades Due for 10-Week Courses
Monday, March 23, 2020.....	5-Week Courses Begin
Monday, March 30, 2020.....	Midterm Grades Due for Second 7.5-Week Courses
Monday, April 13, 2020.....	Midterm Grades Due for 5-Week Courses
Monday, April 20-Thursday, April 23, 2020.....	Final Exams
Friday, April 24, 2020.....	Last Day of Semester—All Programs
Saturday, April 25, 2020.....	Commencement
Monday, April 27, 2020.....	Final Grades Due

Summer 2020 (15 weeks)

Monday, May 4, 2020.....	Summer Semester Begins—All Programs
Monday, May 4, 2020.....	Tuition and Fees Due
Monday, May 25, 2020.....	Memorial Day—No Classes Meet
Wednesday, June 24, 2020.....	First 7.5-Week Courses End
Thursday, June 25, 2020.....	Second 7.5-Week Courses Begin
Monday, June 29, 2020.....	Final Grades Due for First 7.5-Week Courses
Friday, July 3, 2020.....	Fourth of July Recognized—No Classes Meet
Friday, August 14, 2020.....	Summer Semester Ends
Monday, August 17, 2020.....	Final Grades Due for First 7.5-Week Courses



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