

PROGRAMS

Background checks Add the following background check statement to the programs listed below: “In addition to meeting all other admissions requirements, applicants to this program must also successfully complete and pass a criminal background check.”

- Medical Administration AAS (pg. 10)
- Medical Laboratory Technician AAS (pg. 12)
- Surgical Technologist AAS (pg. 14)
- Business Management AAS with Child Development Specialization (pg. 19)
- Practical Nursing AAS (pg. 28)
- Professional Nursing AAS (pg. 29)
- Professional Nursing AAS – Mobility Degree (pg. 30)

Update the existing background check statement to the programs listed below to read: “In addition to meeting all other admissions requirements, applicants to this program must also successfully complete and pass a criminal background check.”

- Health Information Technician AAS (pg. 8)
- Massage Therapy AAS (pg. 9)
- Medical Assisting AAS (pg. 11)
- Pharmacy Technician (pg. 13)
- Healthcare Management BS (pg. 17)
- Early Childhood Education AAS (pg. 20)
- Criminal Justice BS (pg. 21)
- Criminal Justice AAS (pg. 22)
- Human Services AAS (pg. 23)
- Law Enforcement AAS (pg. 24)
- Paralegal AAS (pg. 25)
- Law Enforcement Academic Certificate (pg. 26)
- Law Enforcement Skills Certificate (pg. 27)
- Paralegal Certificate (pg. 27)

Exercise Science AAS (pg. 7) Course number for Exercise Science Capstone is ES285

Massage Therapy AAS Degree (pg. 9) Also available at the Mankato campuses

Medical Administration AAS (pg. 10) Course number for Medical Transcription I is M205

Medical Assisting AAS (pg. 11) Course number for Medical Assistant Externship is MA265

Medical Laboratory Technician AAS (pg. 12) Delete Foundations Courses section and delete disclaimer that says “Credit totals do not include Foundations of English II or Foundations of Math . . . ”

Surgical Technologist AAS (pg. 14) Delete Foundations Courses section and delete disclaimer that says “Credit

totals do not include Foundations of English II or Foundations of Math . . . ”

Accounting AAS Degree (pg. 18), Business Management AAS Degree (pg. 19)

- Name for G203 Principles of Macroeconomics is Macroeconomics
- Name for G204 Principles of Microeconomics is Microeconomics
- Course number for Principles of Marketing is B232
- Course number for Principles of Management is B233

• Remove: **Principles of Economics is required for the Accounting AAS degree. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.

Accounting AAS Degree (pg. 18)

- F108 Financial Markets and Institutions is 4 credits
- Total Degree Credits is 93

Criminal Justice AAS (pg. 22) Delete Law Enforcement Specialization

Law Enforcement Academic Certificate (pg. 26) Delete Foundations Courses section and delete disclaimer that says “Credit totals do not include Foundations of English II or Foundations of Math . . . ”

Law Enforcement Skills Certificate (pg. 27) Delete the disclaimer paragraph that begins “Admission into the Law Enforcement . . . ” and replace with: Admission into the Law Enforcement Skills Certificate program requires applicants to have earned an associate’s degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school that has MN POST Board Approval. Applicants are also required to interview with an admissions representative and complete a Rasmussen College placement test as part of the admissions process.

Practical Nursing AAS (pg. 28) Total Degree Credits is 96

Professional Nursing AAS (pg. 29), Professional Nursing AAS—Mobility (pg. 30) Course number for Introduction to Microbiology is GN200

Professional Nursing AAS – Mobility (pg. 30) Move NU115L into the “Anticipated Program Transfer Courses” section.

New credit total for “Practical Nursing Block Transfer Courses” section should be 21 credits.

New credit total for “Anticipated Program Transfer Courses” section should be 40 credits.

Delete the disclaimer that begins “Students who have successfully completed a practical nursing program . . . ” in the “Anticipated Program Transfer Courses” and the “Major and Core Courses” sections

Game and Simulation Programming BS (pg. 32) Upper Level Social Sciences should say “Select 2 courses”

Information Systems Management AAS Degree (pg. 33)

Web Programming Specialization

- Delete N209 PHP/MySQL Administration
- Delete W222 Advanced Visual Basic Add W216 PHP/MySQL, 3 credits
- Total degree credits is 92

“Networking Security Specialization” is “Network Security Specialization”

Replace Computer Information Technology Specialization:

- B218 E-Commerce 4 credits
- D181 Excel 3 credits
- D187 Professional Presentations 3 credits
- D283 Access 3 credits

N290 Information Technology Capstone 2 credits
 S120 Word for Windows 3 credits
 W108 Introduction to Website Design 3 credits
 Elective Courses for Computer Information Technology (Select one of the following elective groups, for 15 credits)
Group I - Information Technician Elective Group
 N112 PC Hardware and Software I 3 credits
 N113 PC Hardware and Software II 3 credits
 N127 Microsoft Windows Workstations 3 credits
 N133 Networking Fundamentals 3 credits
 N228 Microsoft Windows Server 3 credits
 Total Degree Credits 93

Group II - Multimedia Web Elective Group

NM111 Introduction to Computer Graphics 3 credits
 NM113 Introduction to Multimedia Design 3 credits
 NM115 Networking and Internet Technologies 3 credits
 NM124 Color Theory and Techniques 3 credits
 W208 Advanced Website Design 3 credits
 Total Degree Credits 93

General Education: Students must take two Humanities courses in all AAS degree programs except the Professional Nursing AAS degree program.

COURSE DESCRIPTIONS

A280 Accounting Capstone (pg. 35), B280 Business Capstone (pg. 37), B498 Management Capstone (pg. 38)
Add the following to the end of the course description:
Students have the opportunity to participate in an optional internship/ externship project.

A416 Advanced Financial Accounting (pg. 35) Prerequisite is A375 Intermediate Financial Reporting II

B420 Organizational Development (pg. 37) Prerequisite is B370 Organizational Behavior

B491 Legal and Ethical Environment of Business (pg. 38)
Prerequisites are Business Ethics; Business Law

EC110 Early Childhood Education Curriculum and Instruction, EC120 Health, Safety, and Nutrition, EC170 Early Childhood Education Externship (pg. 38)
Prerequisite is EC100 Foundations of Child Development

ES280 Exercise Science Capstone (pg. 39) Course number is ES285

G401 Comparative Politics (pg. 41) Prerequisite should be G242 American/U.S. National Government.

HS260 Community Psychology (pg. 42) Prerequisite is G148 General Psychology

Add HS270 Social Psychology, 40 hrs, 4 cr (pg. 42) In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership. Prerequisite is G148 General Psychology

J100 Introduction to Criminal Justice (pg. 42) There is no prerequisite or co-requisite

J102 Criminology (pg. 42) There is no prerequisite or co-requisite

Add J332 Homeland Security Policy, 40 hrs, 4 cr (pg. 43)
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical,

public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence. Prerequisite is J230 Terrorism

Add J335 Risk Analysis, 40 hrs, 4 cr (pg. 43) Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.

Prerequisites are J130 Introduction to Homeland Security, J245 Security Challenges

J360 Statistics in Criminal Justice (pg. 43) Prerequisite is College-level Math Course

J365 Research Methods in Criminal Justice (pg. 43)
Prerequisite is J360 Statistics in Criminal Justice

Add J445 Special Offenders: Serial Killers, 40 hrs, 4 cr (pg. 43) Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim's rights, interrogation techniques, media coverage of crimes, and grief.

Prerequisites are J102 Criminology, J310 Criminal Behavior

M140 Basic ICD-9-CM Coding (pg. 44) Prerequisites are M120 Medical Terminology; M232 Pathophysiology (Prerequisite or co-requisite)

M252 Health Information Practicum (pg. 45) Prerequisites are M243 Health Information Law and Ethics, M229 Healthcare Information Technologies, and M211 Quality Analysis and Management.

MA218: Introduction to Microbiology (pg. 45) Course number is GN200

MA230 Medical Assisting Externship (pg. 45) Course number is MA265

N137 Programming I (pg. 46), W125 Introduction to Visual Basic (pg. 52) W210 Java I (pg. 52) Prerequisite is W114 Fundamentals of Programming

N138 Game Preproduction (pg. 46) Prerequisite is N139 Game Design Theory I

N280 Graphics Development with DirectX (pg. 47)
Prerequisites are N286 Math for Game and Simulation Production II; N206 Data Structures

N302 Graphics Development with OpenGL (pg. 47)

Prerequisite is N280 Graphics Development with DirectX

PN100 Nursing Foundations (pg. 51)

Co-requisites are MA242 Human Anatomy and Physiology II; NU115 Comprehensive Pharmacology; NU115L Comprehensive Pharmacology Lab

ST107 Introduction to Surgical Technology, ST115 Surgical

Procedures I (pg. 52) Each course is 5 credits. 30 hrs lecture, 40 hrs lab (*added Aug 2010*)

W215 PERL/CGI (pg. 52) Prerequisite is W110 JavaScript

Add W216 PHP/MySQL, 40 hrs, 3 credits (pg. 52) This course covers the use of PHP scripting language and the

MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.

Prerequisite is W210 Java I

Course Substitutions

- D111 Computer Information Systems with D132 Computer Applications and Business Systems Concepts
- G137 Introduction to Psychology with G148 General Psychology

POLICIES

Cover Moorhead should not be listed as a MN campus on the MN catalog

10% Military Discount (pg. 6) Delete second-to-last sentence in the section and replace with: In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

Restrictions (pg. 6) Add the following sentence: Recipients of the 110th Anniversary Scholarships are eligible to receive the On-Time/Accelerated Scholarship and another scholarship (such as the High School GPA Scholarship) for a total of three scholarship fund sources.

College Acceptance or Rejection of Application for Admission (pg. 53) Add the following sentence after the last bullet: The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

Background Checks (pg. 53) Early Childhood Education AAS Degree requires a background check

Entrance Assessment (pg. 53)

The following table applies to students enrolled at the **Blaine, Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato and St. Cloud campuses**

Entrance Assessment		
The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:		
Subject	Score	Course Placement
Writing	0-16 items correct	Not eligible for admission
Writing	17-24 items correct	B098, Foundations of English II
Writing	25-35 items correct	G124, English Composition
Math	0-16 items correct	B099, Foundations of Math
Math	17-35 items correct	Lower-division Math coursework

Add the following table after the table above. This table has Foundation testing requirements for students enrolled in **Rasmussen College – Online**

Subject	Score	Course Placement
Writing	0-19 Items Correct	Not eligible for admission
Writing	20-24 Items Correct	B098 Foundations of English II
Writing	25-35 Items Correct	G124, English Composition

Math	0-16 Items Correct	B099 Foundations of Math
Math	17-35 Items Correct	Lower-division Math coursework

Students who test from 20-24 in the Writing portion of the STEP Entrance Exam must meet the following guidelines:

1. A student who is enrolled in Rasmussen College – Online and who tests at 20-24 will be enrolled in two classes only for his / her first term. During this term, the student must take one foundations course and one course from his / her program.
2. At the end of the student’s first term of study, he / she will need to achieve a minimum score of 73% in Foundations of English II and a cumulative GPA of 1.5. Students who fail to achieve either of these requirements will be withdrawn from the institution.
3. If the student achieves a grade of 73% or higher in Foundations of English II and has a cumulative GPA of greater than 1.5, the student will be allowed to continue.

Applying to the Medical Laboratory Technician and Surgical Technologist Programs (pg. 53) Third-to-last paragraph should say: Students accepted into their program will receive a letter from the College via certified mail.

Applying to the School of Nursing (pg. 53) Delete entire existing “Applying to the School of Nursing” section and replace with the following: **Applying For Admission into the School of Nursing** Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission. Application process should read: Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

1. STEP Entrance/Placement Exam: An applicant must achieve an acceptable score on the STEP entrance/placement exam above that requiring a remedial course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Former or current students that have taken the STEP and have scored above that requiring a remedial course are not required to repeat the STEP test. Once it has been determined that an applicant has scored sufficiently on the STEP, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed STEP will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting exam score requirement upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing.

3. Complete Application Requirements: Applicants successful in completing the STEP and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:

- Rasmussen College Application
- Submit Official College Transcripts
- Health Physical and proof of vaccinations
- BLS-CPR with Defibrillator
- Criminal Background Screening
- Any additional program specific requirements as specified at the time of enrollment.

Interview with the Dean of Nursing: Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Once a candidate is deemed eligible for admission into the School of Nursing, a letter of acceptance will be sent via Certified Mail to the applicant. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program.

Developmental Education (pg. 54) and STEP Retest Policy (pg. 54) Delete all existing copy for these two sections and replace with the following:

Developmental Education and STEP Retest Policy

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning

students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of 'SX' in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place at the level of B097 Foundations of English I are not eligible for program admission in any of the following campuses: Rasmussen College – Blaine, Rasmussen College–Brooklyn Park, Rasmussen College – Eagan, Rasmussen College – Eden Prairie, Rasmussen College – Lake Elmo /Woodbury, Rasmussen College – Mankato, Rasmussen College – St. Cloud, Rasmussen College – Online.

Students who place at the level of B097 Foundations of English I and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.

The STEP entrance exam may not be retaken for initial placement purposes after the start of a Foundations level course. On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student's ability level. Only one such retest may be allowed, at the discretion of the Academic Dean.

Nursing Programs Grade Scale (pg. 54) Should read, "The following grade scale applies to all NU and PN coursework level 000 through 299."

Add "Late Assignment Submission Policy" (pg. 55)

Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described.

In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Transfer Credit Policy (pg. 56) Under #8, add letter “h.” and the following: The following Early Childhood Education externship courses cannot be transferred into the program from another program: ECE170 Early Childhood Education Externship, ECE171 Early Childhood Education Externship II, ECE172 Early Childhood Education Externship III.

Add School of Education mission statement (pg. 57) Rasmussen College's Early Childhood Education Program prepares early childhood educators to serve young children, their families, and their communities. We foster and advocate developmentally and culturally appropriate practices among early childhood professionals. We value diversity, professionalism, collaboration, and research-based practice. We strive to provide young children with meaningful experiences that provide a foundation for a productive life.

Add conceptual framework (pg. 57) Early Childhood Education Program Conceptual Framework The Early Childhood Education Program at Rasmussen College prepares skilled teachers with a strong theoretical foundation and an understanding of the relationship between theory, teaching, learning, and professionalism. We ensure students receive rich opportunities for practical application in externship experiences. We are committed to teaching and using positive interpersonal communication skills in a diverse environment.

Conduct/Dismissal (pg. 57) Add the following paragraph after the last bullet point: “Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Rasmussen College Early Honors Program (pg. 58) First sentence of first paragraph should read: High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College's Early Honors Program.

First sentence of third paragraph should read: Early Honors coursework is available to high school seniors who have reached the minimum age of 16 both on-campus or online with enrollment in the program dependent on space availability.

Tuition Structure (pg. 58)

First sentence at the top of the chart should read: New starts and re-entering students as of October 1, 2010

Add the following at the end of the fourth bullet point: A student auditing a course may, in consultation with the instructor, participate fully in the course, including requesting that the instructor grade and provide feedback on assignments and tests in order to gain greater benefit from the learning experience. Upon completion, the student may opt to receive credit for the course. The student has three months from completion of the course to take advantage of the conversion option. To be considered for admission, audit students must complete the application form and attestation of high school graduation.

The State of Minnesota Cancellation, Termination, Refund Policy (pg. 59) Fourth bullet point needs to change from “75% of the Period of Instruction” to “60% of the Period of Instruction” in two places. (*added Oct 2010*)

Medical Leave of Absence and Medical Withdrawal Policy (pg. 59) Fourth column, first paragraph, After #2, add the following: Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see Student Financial Services to determine the impact of a Medical Leave or Withdrawal.

Medical Leave of Absence and Medical Withdrawal Policy (pg. 60) First column, second under “When a Student Wants to Return After an Involuntary Medical Withdrawal,” Financial Aid Office should be changed to read: Student Financial Services Office.

Accreditation, Licensing & Approvals under “Licensing” (pg. 63) Add “Minnesota Board of Nursing” under “Approved For:”