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BUILDINGS 4-5
ROLLING MEADOWS, IL
60008
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COLLEGE
CATALOG
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WHO WE ARE

BRIEF INTRODUCTION

Northwest Suburban College (NWSC) is organized by divisions referred to as *schools*. Currently, the College is divided into two schools, Basic Sciences and Allied Health Sciences. There is also a general education program

Under the direct supervision of the Dean of Academic and Student Affairs, the School of Basic Sciences offers an undergraduate associate degree, and the School of Allied Health Sciences offers certificate programs in various healthcare fields. Below is a table of the schools, their respective programs, and any applicable concentrations within the programs.

| Divisions | Programs | Elective Concentrations |
|----------------------------------|---------------------------------|-------------------------|
| Undergraduate Studies | | |
| School of Basic Sciences | Associate of Science in Biology | Healthcare/Pre-Medicine |
| School of Basic Sciences | Bachelor of Science in Biology | Healthcare/Pre-Medicine |
| Certificate Studies | | |
| School of Allied Health Sciences | Medical Assistant | |
| | Dental Assistant | |
| | Pharmacy Technician | |
| Continuing Education Courses | | |
| School of Allied Health Sciences | Phlebotomy Technician | |
| | HIPAA | |
| | OSHA | |
| | CPR | |

This Catalog provides College policies and procedures for all schools under the respective tabs. Please refer to the corresponding sections for specific information.

MISSION & CORE VALUES

STATEMENT OF MISSION

Northwest Suburban College's mission is to provide high quality, accelerated, and affordable education, promoting growth and achievement, leading to scholarly pursuit and gainful employment opportunities.

STATEMENT OF VISION

Northwest Suburban College's vision is to establish a world-class center of higher education that benefits humanity at large, with the underlying values of service, compassion, and excellence. We seek to establish a vibrant university that promotes knowledge in a multicultural, intellectually curious, and creative environment.

The College wishes to be recognized for the following:

- Providing accessible, quality, advanced education for the motivated learner/professional who seeks success in their chosen fields and communities
- Innovative use of methodologies that create new standards in outcomes and achievements of academic excellence
- Understanding of and meeting the changing needs of our students, communities, and other constituents
- Creating excellence in student and constituent services

STATEMENT OF CORE VALUES

Northwest Suburban College is moving toward its mission by offering a wide range of programs to a diverse group of students and recruiting highly motivated, experienced, and dedicated faculty. Our success and satisfaction come from standards that we have established for all members of the College, including the promotion and emphasis of the following core values:

- **Intellectual Pursuit** – NWSC strives for the highest degree of intellectual pursuit in teaching, innovation, and scholarly research.
- **Freedom of Expression and Inquiry** – NWSC believes in the utmost level of freedom of expression and independence to explore different ideas and to chart new directions of inquiry.
- **Diversity and Multiculturalism**– NWSC believes that societies improve through multiculturalism and diversity of people, ideas, and cultures. It respects all faiths and beliefs and sees the beauty in their interactions. It emphasizes that the students understand and appreciate the goodness in all faiths.
- **Community Service** – Communities form the bedrock of societies. NWSC believes that community service must be a cornerstone of our educational philosophy.

STATEMENT OF OBJECTIVES

Northwest Suburban College pursues the following objectives to support its mission statement:

- Offer academic excellence through structured curricula, extensive guidance, and small size classes.
- Offer curricula-intensive preparation for entry-level positions in various fields and the groundwork for success in an ever-changing work world.
- Develop programs that enhance academic skills essential for employment and life-long learning.
- Provide career guidance to produce realistic goals and aid in understanding current job markets.
- Foster externships with clinics, hospitals, and other healthcare facilities to develop training of our students and employment opportunities for our graduates.
- Make available a variety of support services necessary to the college experience.

STATEMENT OF INSTITUTIONAL LEARNING GOALS

The overall objectives of the College's academic programs include the following:

- To encourage the achievement of marketable skills required for employment
- To facilitate the growth of knowledge, attitudes, and values, required for intellectual excellence
- To develop an appreciation of and interaction with the social experiences of various cultures

STATEMENT OF CONSTITUENCY

The College serves all those who are desirous and capable of undertaking higher education. The student populations that the College is committed to serve include the following:

- Students who recognize quality education as a means to pursue progress in their lives
- Students from all economic backgrounds, including those with fewer financial resources who may need the assistance of grants, loans, and institutional aid
- Students from various ethnic and immigrant communities

STATEMENT OF PUBLIC SERVICE

The College is committed to public service as an integral part of its mission. Academic programs offered at the College emphasize and integrate principles of service. In addition, public service involves the application of College personnel's professional training and competence to issues and problems of significance to our constituencies and related to the objectives of the College's academic programs. In pursuing its stated goals and objectives, the College serves the public good by:

- Identifying and offering its services to underserved constituencies of learners;
- Providing needed skills and credentials to its students;
- Enhancing the academic areas by further developing educational content;
- Promoting the development of new techniques and strategies in education;

- Stimulating the economy through employment; and
- Direct support of programs to benefit the community in which the College operates.

STATEMENT OF DIVERSITY

The College values diversity and it is our mission to sustain and embrace both shared experiences and differences. To this end, we treat all with respect and compassion. We strive to foster an equal and positive learning environment that reflects the diverse nature of people.

STATEMENT OF NONDISCRIMINATION

Unlawful discrimination has no place at Northwest Suburban College and offends the College's core values, which include a commitment to equal opportunity and inclusion. All employees, faculty members, students, and community members are expected to join with and uphold this commitment. The College does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. The College complies with state and federal laws such as Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination, all as amended.

BACKGROUND & HISTORY

Northwest Suburban College was founded in 2008 as a not-for-profit institution by Professor M.T. AliNiazee, which serves as a culmination of his persistent dream of establishing a world-class center of higher education dedicated to science and medicine.

The beginning was meager: In 2008, he purchased two buildings totaling 23,000 square feet located in the Stonehill Square Business Complex in the City of Rolling Meadows. In 2009, this facility became the Northwest Suburban College campus, and in December of the same year, two students enrolled in the allied health science certificate programs. Fortunately, NWSC has come a long way during the past eight years as it has now graduated nearly 600 students in the allied health and basic science programs.

Due to the focused efforts of our President and the Board of Regents, we are laying the foundation for an excellent educational setting that embodies the notion that the cost of an education should not hinder one's growth. As such, we provide an environment that nurtures various learning styles and backgrounds, with an emphasis on the underprivileged communities and deserving students.

Given below are highlights of NWSC's journey:

- **January 2017:** NWSC's Medical Assistant and Dental Assistant programs are approved by American Medical Technologists (AMT).
- **September 2016:** NWSC is approved to participate in the Student & Visitor Exchange Program (SEVP) to offer Form I-20s to qualifying international student.
- **May 2016:** NWSC is approved to offer federal funding through the Title IV Program, otherwise known as FAFSA, for accredited programs (MA, DA, and Associate of Science in Biology).
- **August 2014:** NWSC celebrated its initial accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS).
- **October 2013:** The Illinois Board of Higher Education (IBHE) granted NWSC authority to award bachelor's degrees in biology and chemistry.
- **December 2011:** The Illinois Board of Higher Education granted NWSC authority to award the associate of applied science degree in physical therapist assistance.
- **August 2011:** The Illinois Board of Higher Education granted NWSC authority to award degrees in biology at an associate level.
- **January 2011:** NWSC's School of Basic Sciences began offering undergraduate classes.
- **October 2010:** The Illinois Board of Higher Education granted NWSC the authority to operate in the State of Illinois.
- **February 2010:** NWSC becomes an approved testing site for the National Health career Association (NHA) for NWSC's certificate programs.
- **December 2009:** NWSC was authorized to operate through the Illinois State Board of Education (ISBE)* for the School of Allied Health Sciences' certificate programs.
- **November 2008:** Northwest Suburban College of Basic and Allied Health Sciences was established as an independent, private, not-for-profit institution of higher education by a local family's philanthropic undertaking.

* The oversight of Private Business and Vocational Schools was transferred from the Illinois State Board of Education to the Illinois Board of Higher Education pursuant to the Private Business and Vocational Schools Act of 202 (Public Act 97-650).

INSTITUTIONAL STRUCTURE

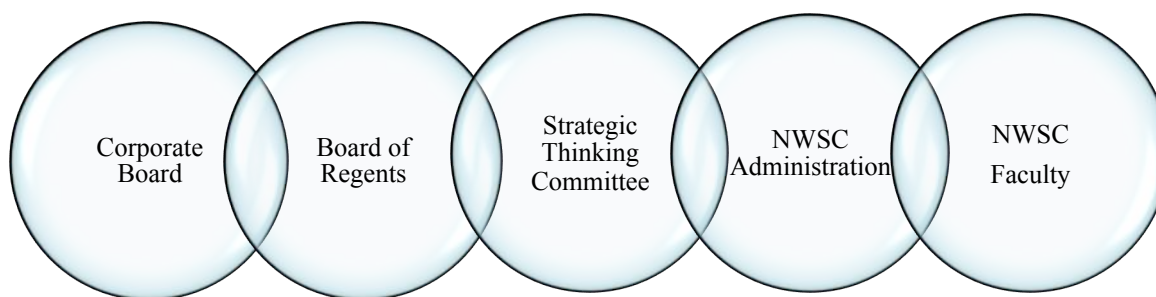
The College is incorporated as Taskin Educational Corporation which is a non-profit corporation organized under the laws of the State of Illinois, and granted 501(c) (3) tax exempt status as a charitable organization. The Corporate Board of Taskin Educational Corporation is the final guarantor of the College's fidelity to its educational mission and vision. The CB is responsible for the College's endowment and non-profit status, and devotes its efforts to securing financial backing for the support and growth of the College.

The governing body of Northwest Suburban College is the Board of Regents (BOR). The BOR makes all final determinations about College policy; approves the budget; and hires, reviews, and may dismiss the College President.

The Strategic Thinking Committee (STC) is the planning group of the College. It includes members of the Boards, members of the Administration and Faculty, and members of the public. The STC works with the Administration and Boards to develop short- and long-term strategic plans for the College.

The College Administration determines the programs and operations that the College will pursue as the means of achieving its mission, objectives, and plans. The Administration and College Faculty work together to implement these programs and operations.

Together, the CB, BOR, STC, administration, and faculty embody the long-range vision of the institution and how it can successfully achieve a greater good.



CORPORATE BOARD

The Corporate Board is entrusted with the ultimate authority of Taskin Educational Organization, a not-for-profit Illinois corporation, DBA Northwest Suburban College. The Corporate Board meets at least once a year and oversees the academic and financial progress of the institution, the development of initiatives for long-term growth of the institution, and makes certain the founders' vision is promoted.

The Corporate Board constitutes three to eight members. The Board currently includes:

| Title | Name |
|----------------|-------------------------|
| President | Dr. Tajuddin Ahmed |
| Vice President | Dr. Mateen AliNiazee |
| Secretary | Mr. Mubeen M. AliNiazee |
| Member | Mrs. Nahid A. AliNiazee |

BOARD OF REGENTS

The Board of Regents is an independent, self-nominating, and confirming group responsible for College governance and operations. The Board of Regents acts to clarify the mission, approve short- and long-term programs, and monitor and evaluate the performance of the institution. The Board of Regents acts as a fiduciary group that enforces—under the direction of the Chairman—major policies; long-term plans; educational programs; annual budgets; and ensures that adequate human, financial, and physical resources are available to the College. The Board of Regents also works to enhance public image and community involvement, endowment, fundraising, and other areas related to participation in the College's growth and development.

The membership of the Board ranges from seven to seventeen members. The Board currently includes:

| Title | Name | Title | Name |
|-----------|--------------------------|--------|--------------------------|
| Chairman | Dr. Khalid A. Sami | Member | Mr. Zubir Khan |
| Secretary | Mr. James Murphy | Member | Dr. Khursheed Mallick |
| Member | Dr. Moghis Ahmad | Member | Ms. Nusrath Mohammed |
| Member | Dr. Mateen AliNiazee | Member | Mr. Talat Rashid |
| Member | Mr. Iqbal Baig | Member | Mr. Muhammed Zaki Shamsi |
| Member | Mr. Mohammed Abdul Haque | Member | Dr. Ali Yurtserver |
| Member | Dr. Azher Quader | | |

ADMINISTRATORS

NWSC employees include administrators, staff, and faculty. Administration includes college employees responsible for the maintenance and supervision of the institution. The current list of administrators includes:

| Title | Name | Contact Information |
|--|-------------------------|----------------------|
| President | Dr. M. T. AliNiazee | president@nwsc.edu |
| Executive Vice President | Mr. Kareem Irfan | kirfan@nwsc.edu |
| Provost | Dr. Maksood Akbar | provost@nwsc.edu |
| Vice President of Finance & Budgeting | Mr. Edgar Montalvo | emontalvo@nwsc.edu |
| Dean of Academic & Student Affairs | Dr. Mohammad A. Siddiqi | msiddiqi@nwsc.edu |
| Director, School of Basic Sciences | Dr. Asefa Ansari | aansari@nwsc.edu |
| Director, School of Allied Health Sciences | Dr. Liliya Tishchenko | ltishchenko@nwsc.edu |
| Admissions & Marketing Coordinator | Ms. Ruthie Parker | rparker@nwsc.edu |
| Financial Aid Coordinator | Dr. Gayathree Raman | graman@nwsc.edu |

FACULTY

NWSC has a growing community of faculty, both adjunct and full-time. The list of current faculty includes both full-time and adjunct faculty, but it may not be a comprehensive list.

| Name & Title | Brief Biography |
|--|---|
| M.T. AliNiazee, PhD Professor Biological Sciences Research & Development president@nwsc.edu | Dr. M.T. AliNiazee received his Ph.D. from University of California, Riverside in 1970 and has since been involved in research and teaching at major U.S. universities, including University of California at Davis and Oregon State University. He is the founder of NWSC, serves as its president, and teaches courses in Biology as well as Research & Development courses. |
| Maksood Akbar, PhD Associate Professor Biological Sciences Research & Development provost@nwsc.edu | Dr. Akbar received his Ph.D. from Oregon State University in 1968, and over the past 30 years, he has been involved in different teaching and research activities at King Saud University and Cook County Hospital. He has been with Northwest Suburban College since 2010, where he serves as the Provost and teaches courses in in Biology as well as Research & Development courses. |

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| Khaja Khaleel Ahmad, MD Instructor Medical Assistant Biological Sciences kahmad@nwsc.edu | Upon graduating from Osmania Medical University in Hyderabad, India with a medical degree, Dr. Ahmad joined Chicago Medical School to complete his residency in internal medicine and neurology. Using his degrees, Dr. Ahmad has served as an international physician and lecturer at numerous organizations, including Jabel Radwa Health Center, St. Francis Hospital, Chicago Medical School, Illinois School of Health Careers, Olympia/Everest College, and Malcolm X College. |
| Asefa Ansari, PhD Assistant Professor Biological Sciences Director, School of Basic Sciences aansari@nwsc.edu | Dr. Asefa Ansari received her PhD in zoology-entomology from the University of Reading in the United Kingdom and has had over 30 years of experience in teaching and research at different universities and colleges. In addition to teaching at National Louis University, Dr. Ansari teaches in the Biology courses at NWSC, adding to her many years of teaching experience. |
| Noura, Awad. B. A. Dental Assistant Instructor nawad@nwsc.edu | Ms. Noura Awad's passion for the dental sciences led her to serve as Lead Dental Assistant for over four years while earning a Bachelor of Arts in Human Biology from The University of Michigan. In her role as a DA, she learned of her passion to teach, and began teaching students of various age groups in a variety of subjects, including biological and health sciences and Arabic language. She is a skilled dental assistant instructor with theoretical knowledge and 5+ years of clinical experience. Ms. Awad is CPR, OSHA and HIPPA certified |
| Nasir Bakhshi, MS Adjunct Faculty Mathematics & Finance History & Humanities nbakhshi@nwsc.edu | In addition to completing his masters in statistics from the University of Punjab and statistical analysis systems (SAS) from Knowledge Systems Institute, Nasir Bakhshi is an Islamic history scholar. He has applied his vast knowledge to numerous organizations, including Shouldice Hospital, Harvard Medical School's Dana-Farber Cancer Institute, and Physician. At NWSC, he teaches Mathematics courses as well as History & Humanities courses. |
| Saphronia Boyd Instructor Medical Assistant Phlebotomy sboyd@nwsc.edu | Ms. Saphronia Boyd received her Medical Assistant degree from the National Education Center, Oak Park, Illinois in 1987. Ms. Boyd joined Northwest Suburban College on January 22, 2018 as a Medical Assistant Program Instructor. She also teaches Phlebotomy classes at Nirvana Career College in Chicago. She has an extensive background teaching Medical Assistant and Phlebotomy at various Career Colleges in Illinois. She has received several Recommendations of Honors and has over 30 years of experience in the healthcare field. |

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| David Diamond, MS Adjunct Faculty Social & Behavioral Sci. | Having earned a Masters of Science in International Relations from the University of Chicago, Mr. David Diamond has been highly involved in higher education for over 15 years, including teaching at institutions such as Art Institute of Pittsburgh, University of Phoenix, Embry-Riddle Aeronautical University, University of Bridgeport, and University of Maryland. In addition, Mr. Diamond conducts guest lectures and seminars on politics, history, and sociology at colleges and universities throughout the country. He serves as Adjunct Faculty at Northwest Suburban College, teaching Social & Behavioral Sciences courses. |
| Rabab Gomaa, MS Adjunct Faculty Language & Literacy | In addition to a degree in architecture, Rabab Gomaa received an Advanced Degree in Islamic Law from Islamic American University. Her teachings in Arabic studies at various institutions gave Ms. Gomaa the opportunity to serve as a guest speaker at such higher education institutions as University of Chicago, University of Illinois at Urbana-Champaign, DePaul University, and Benedictine University. Today, Gomaa teaches a foreign language as well as Fine Arts courses at Northwest Suburban College. |
| Hatamleh, Jilan PhD Adjunct Faculty Health Sciences | Dr. Jilan Hatamleh earned her Masters of Science in Administrative Nursing from the University of Illinois at Chicago and recently completed her doctoral degree in Nursing from the University of Akron. In addition to serving as an international nurse and medical interpreter, Dr. Hatamleh helps develop programs and teaches a variety of NWSC's Health Sciences courses. |
| Amer Khan, MD Adjunct Faculty Biological Sciences Medical Assistant | In addition to receiving a Doctor of Medicine degree from Windsor University School of Medicine in 2013, Dr. Khan gained extensive experience in various healthcare settings through his role as Medical Case Manager at RSA Medical, experience at Access Dental Center, Walgreens Inc., and his services as Internal Medicine Volunteer at the University of Illinois at Chicago Medical Center. Today, Dr. Khan uses his knowledge in the various health sciences to instruct courses in both the NWSC allied health programs as well as the Biology courses. |
| Rubina Khan, PhD Adjunct Faculty Language & Literacy rkhan@nwsc.edu | Dr. Rubina Khan earned her Master of Arts in English from Osmania University, Master of Arts in Education from University of New Orleans, and her doctoral degree in Education and English from the University of New Orleans. In addition to teaching at universities throughout the country, including Nunez Community College, Southern University of New Orleans, Kendall Colleges, and College of Lake County, Dr. Khan teaches English courses at NWSC. |

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| Huda Hussein, MS Instructor Physical Sciences hhussein@nwsc.edu | With a Master's of Science in Chemistry obtained from the University of Illinois at Chicago in 2012, Ms. Hussein has contributed her knowledge of chemistry at Hikma Pharmaceuticals and Eclipse Publishing Company. In addition, Ms. Hussein is recognized for making science accessible to today's students through her innovative teaching strategies at such institutions as University of Illinois at Chicago, College Preparatory School of America, and Northwest Suburban College. |
| Shakil Khan, PhD Adjunct Assistant Professor Physical Sciences | Dr. Shakil Khan received his Ph.D. in Biochemistry from Aligarh University and has been involved in molecular biology and biotechnology research for the past 10 years. He is author of numerous international publications and presentations as well as recognitions through global awards and honors. Today, he serves as researcher at the University of Chicago's Department of Medicine as well as an instructor at NWSC teaching biology and chemistry courses. |
| Edgar Montalvo, MCE, MBA, CTP Adjunct Faculty Mathematics & Finance Social & Behavioral Science | Edgar Montalvo received a Masters of Civil Engineering degree from Norwich University and his MBA from the University of Chicago. He is active in the fields of engineering and accounting, with over 30 years of professional experience, having previously served in private industry as an Accounting and Finance Manager, Controller and Chief Restructuring Officer. He currently operates his own international business and project management consulting firm, and currently serves as the College's Vice President of Finance and Budgeting. Mr. Montalvo teaches Economics and Accounting courses at Moraine Valley Community College in addition to Northwest Suburban College. |
| Eugene Muhammad, M.Div, MS.Ed Adjunct Faculty Humanities & Fine Arts emuhammad@nwsc.edu | Dr. Eugene Muhammad earned his Master of Science in Education Leadership & Curriculum Foundation from Chicago State University and Master of Divinity from Chicago Theological Seminary. He is currently completing his Doctor of Philosophy from Chicago Theological Seminary while teaching at a variety of colleges and universities, including Purdue University North Central and Oakton Community College. At NWSC, Muhammad teaches courses in Humanities & Fine Arts. |
| Caryn Musiala, MS Adjunct Faculty Social & Behavioral Sciences | Upon receiving her Master of Science in Clinical Psychology from Barry University, Ms. Caryn Musiala has served divided her time between academia and clinical practice. Serving as a therapist at Neurobehavioral Health Institute, Ms. Musiala also taught at EF International Language School, Barry University, and Le Cordon Bleu. Today, Ms. Musiala as an adjunct faculty at NWSC, teaching Social and Behavioral Sciences courses. |

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| Muzaffar Uddin Qazi, PhD, MA Adjunct Assistant Professor Physical Sciences | In addition to a Master of Arts in Economics from University of Sindh, Dr. Muzaffar Uddin Qazi earned his PhD in Physics from Federal Urdu University. There, he served as associate professor for over twenty years as well as visiting professor at Institute of Textile and Management and Institute of Scientific Management. Today, Dr. Qazi teaches advanced physics and calculus courses at College Preparatory School of America and at NWSC. |
| Moin Shaikh, MS Adjunct Assistant Professor Mathematics & Finance | With dual Master of Science degrees in Industrial Engineering from Ohio State University and Mechanical and Aerospace Engineering from Illinois Institute of Technology, Mr. Shaikh served as Chief Engineer at TRW in Chicago and continues to serve as proprietor of Punch Products Manufacturing Company. His passion for mathematics allows him to be an instructor of Mathematics at NWSC. |
| Liliya Tishchenko, MD, CPhT Full-Time Faculty - Pharmacy Technician Director, School of Allied Health Sciences ltishchenko@nwsc.edu | Dr. Liliya Tishchenko graduated with a doctor of medicine from I. Ya. HorbachevskyTernopil State Medical University in Ukraine and pursued her doctor of ultrasonography in OB/GYN and doctor of abdominal sonography. In the U.S., Dr. Tishchenko obtained her certification in pharmacy technician, and has taught at such institutions such as Illinois Masonic Medical Center, Loyola University Medical Center, Everest College, and Sanford-Brown College. Today, Dr. Tishchenko serves as the Pharmacy Technician program instructor at NWSC. |

DIVISIONS

ACADEMIC AFFAIRS

The Division of Academic Affairs is responsible for development, delivery, and quality assurance of the academic programs of the College. The Division is led by the Provost who is the Chief Academic Officer of the College. The Dean of Academic and Student Affairs, under the supervision of the Provost, is responsible for implementing all academic policies and programs concerning faculty and students.

The Division of Academic Affairs relies on the Faculty Council to advise on significant academic issues and provide planning direction. The Faculty Council is the review body for College-wide academic policies.

STUDENT AFFAIRS

The Division of Student Affairs is responsible for the provision of ancillary services to support the academic programs of the College. Student Affairs responds to requests from Academic Affairs to develop services and initiatives responsive to the needs of the instructional programs and instructional support. The Division is led by the Dean of Academic and Student Affairs. The Division of Student Affairs relies on the Assessment Committee to identify necessary services and planning priorities.

FINANCE AND BUDGETING

The Division of Finance and Operations is responsible for the management of the College's financial, physical, and technological assets and preparation of the institution's financial statement. The Division is led by the Executive Vice President. The Vice President of Finance & Budgeting is responsible for implementing all finance related policies and prepares and oversees the budget. Budget Committee provides guidance and planning for the budget. The committee, chaired by the Vice President of Finance and Budgeting, enables the various divisions of the College to have input into the planning process.

ADMISSIONS

ADMISSIONS@NWSC.EDU

Monday-Friday: 9:00 a.m.-5:30 p.m.

Saturday: By Appointment

Admissions provides representatives who help students choose programs of study; academic program information; campus tours for prospective students; applications for admission, readmission, and enrollment verification; and unofficial evaluation of credits for transfer students.

ACCOUNTS

ACCOUNTS@NWSC.EDU

Monday-Friday: 9:00 a.m.-5:00 p.m.

Accounts handles tuition payment arrangements, refunds, questions regarding billing information, payroll, accounts payables, accounts receivable, and tax information.

ADVISING AND CAREER SERVICES

CAREERSERVICES@NWSC.EDU

M-F: By appointment

Students and alumni are encouraged to contact their advisors or NWSC Career Services for job placement support. It offers assistance through one-on-one career counseling, job-search support, references to NWSC's large network of professionals in the fields, resumes and cover letter reviews, interviewing strategies, and information on job/career fairs.

COMPLIANCE

ADMIN@NWSC.EDU

Monday-Friday: By appointment

Compliance ensures that the College stays up-to-date on all regulatory and accreditor requirements. The department coordinates student complaint, grievance, and disciplinary procedures.

FACILITIES

SAFETY@NWSC.EDU

Monday-Friday: 9:00 a.m.-5:30 p.m.

Facilities is responsible for maintenance and security of College facilities.

FINANCIAL AID

FINAID@NWSC.EDU

Monday – Thursday: 9:00 a.m.-2:00 p.m. or by appointment

Financial Aid provides institutional expertise of financial aid requirements, answers questions on financial aid, describes and audits the requirements for academic programs, and compiles financial aid application materials provided by students. Compiled financial aid application packets are processed by the College's financial aid servicer, Campus Ivy.

The Financial Aid assists students in researching and acquiring potential aid to pay for college costs. NWSC's Financial Aid Dept. may assist in completing the Free Application for Federal Student Aid (FAFSA) as well as direct students to external resources for additional grants, scholarships, or loans.

HUMAN RESOURCES

Monday-Friday: 9:00 a.m.-5:30 p.m.

Human Resources is an Operations division that oversees the human resources function, ensuring that the College has all necessary records for employees and independent contractors (both faculty and staff), and operates in compliance with all legal requirements. It is supervised by the Executive Vice President..

INFORMATION SERVICES

Monday-Friday: 9:00 a.m.-5:30 p.m.

Information Services is an Operations division. It is responsible for the support of all College computer hardware and software, responding to and resolving technical issues, and maintenance of the College website. It is supervised by the Executive Vice President.

INTERNATIONAL STUDENT SERVICES

Monday-Friday: 9:00 a.m.-5:30 p.m.

International Student Services is a Student Affairs division that reviews applications from international students to determine eligibility for student visa (I-20) and ensure maintenance of the requirements of student visas. It is supervised by the Provost.

LIBRARY

LIBRARY@NWSC.EDU

Resource Room, Monday-Friday: 9:00 a.m.-5:30 p.m.

Online, Monday-Sunday: 24 hours

The Library is a Student Affairs division that provides an on-campus resource room with a variety of texts and internet accessible computers. The bulk of the College's information resources are provided through access to online databases selected in coordination with the academic programs. The Virtual Library System (VLS) Librarian provides a 24-hour help desk service, assistance with student research over email, as well as developing and coordinating instructional programs for students.

REGISTRAR

REGISTRAR@NWSC.EDU

Monday-Friday: By appointment

The Registrar is a Student Affairs division that oversees the academic records system of the College. The Office creates policies and procedures for academic records, ensures the timely creation and updating of the student records system, provides reports based on this information to other departments, and responds to student records requests. The department is supervised by the Dean of Academic & Student Affairs.

Students interested in a copy of their unofficial or official transcript are required to complete the NWSC Transcript Request Form. Except for the initial transcript and diploma after graduation, a fee of \$25.00 is charged for each additional copy of transcript.

ACADEMIC SCHOOLS

Northwest Suburban College (NWSC) is organized as *schools*. Currently, the College consists of two schools.

THE SCHOOL OF ALLIED HEALTH SCIENCES (SAHS)

The School of Allied Health Sciences exists to provide technical education, certificate programs in fields related to the health sciences. The School is led by the Director of Allied Health Sciences and currently offers certificate programs in Medical Assistant, Dental Assistant, and Pharmacy Technician training.

THE SCHOOL OF BASIC SCIENCES (SBS)

The School of Basic Sciences exists to provide degree programs in scientific fields that support careers in the biological and pre- medical sciences. The School is led by the Director of Basic Sciences and currently offers an associate degree program in biology.

GENERAL EDUCATION

The required general education courses are taught by the part or full time faculty and are supervised by the Dean of Academic and Student Affairs.

CONTINUING EDUCATION

Course, such as OSHA, HIPPA, CPR and Phlebotomy are offered at NWSC as continuing education classes, offered at irregular intervals.

ACCREDITATIONS AND AUTHORIZATIONS

Northwest Suburban College is approved by the Illinois Board of Higher Education (IBHE) as a degree-granting institution and the Private Business and Vocational Schools Division of the Illinois Board of Higher Education (IBHE:PBVS) for its allied health programs. The College is also an approved testing site for the National Health career Association (NHA) for each of its applicable allied programs.

The College was accredited since August 2014 through the Accrediting Council for Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). Effective November 16, 2017, NWSC is not accredited by ACICS and is pursuing alternative accreditation with regional and national accrediting agencies.

FACILITIES

Our suburban Chicago campus is home to a diverse, motivated, multicultural community. The campus is located at 5999 S. New Wilke Road, where ample parking is available. Located in the heart of Rolling Meadows, Illinois, Northwest Suburban College (NWSC) lies in proximity to Schaumburg, Hoffman Estates, Palatine, Arlington Heights, and Mount Prospect. With easy access to commuters from I-90, I-290, Route 53, and CTA and Pace bus services, NWSC also expects to draw students from the city of Chicago.

NWSC operates out of two buildings comprised of 23,000 square feet. Our facility includes: 8 classrooms, 5 laboratories, 1 library, 15 administrative offices, and 10 other rooms. The total seating capacity for the classrooms is 250, including 25 seats for the laboratories, 15 in a typical classroom, 16 for the library and resource rooms, 20 for the administrative rooms, and 30 in other areas.

The classrooms are conducive to student learning and well equipped to facilitate teaching. The laboratories house medical supplies, microscopes, centrifuges, autoclaves, and other necessary supplies for clinical practice. The cozy library has a growing collection of books, journals, magazines, videos, compact disks, and newspapers. Student and instructor computer labs are equipped with internet access, program-specific software, and printers.

NWSC is in walking distance from affordable housing areas and a short drive from biking and nature trails at the Ned Brown Forest Preserve and Busse Woods. The suburban metropolitan campus provides the benefits of a myriad of social opportunities. From local and organic cafes to popular hotspots and elegant dining experiences, the area's offerings cover global taste palettes. Moreover, the northwest suburbs offer a plethora of cultural experiences and sports venues, including theatres, symphonies, museums, and amusement parks.



Photo by Xiangs Aliu

BUILDING HOURS

Monday-Friday: 9:00 a.m.-10:00 p.m.

Saturday-Sunday: Varies; Contact the NWSC Operator for timings

NWSC is locked and alarmed outside of building hours. Please contact the NWSC Campus Monitor at safety@nwsc.edu for after-hour access.

CAMPUS MONITOR

847.290.6425, EX. 99

SAFETY@NWSC.EDU

Monday-Thursday: Sundown-10:00 p.m.

Campus safety personnel, including the Campus Monitor ensure a safe environment for all members of the institution. The Campus Monitor does not have law enforcement authority and does not carry firearms. For law enforcement actions, NWSC relies upon the Rolling Meadows Police Department.

RESOURCE ROOM

The Resource Room is open to students during building hours (Monday-Friday, 9:00 a.m.-10:00 p.m.). This center provides a learning environment designed to improve academic writing skills, utilize technology tools, print resources, and consult with writing tutors in revising and editing drafts, and referencing scholarly work.

COMPUTER LABORATORIES

NWSC's computer labs provide internet access and printing capabilities. Computer labs are available in both Buildings 4 and 5 and are open during building hours: Monday-Friday, 9:00 a.m.-10:00 p.m.



STUDY ROOMS

Individual and group study rooms are available for student and faculty use.

STUDENT & FACULTY LOUNGE

NWSC's Student and Faculty Lounge is available for use by all members of the NWSC community and is equipped with vending machines and appliances, including refrigerators, microwaves, and stoves

LIBRARY

The NWSC library has a growing collection of books, periodicals, videos, compact disks, and newspapers. Access to reference services includes library computers, electronic resources, reserved materials, and copy

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makers. The physical library is cataloged and open to students `during the College's normal business hours.

NWSC has moved in the direction of emphasizing digital resources. The College uses the VLS (Virtual Library System). Students has 24-7 access to databases of reference information. The College librarian operates remotely, providing prompt answers to student questions and requests for assistance at all hours. The Librarian also schedules synchronous sessions to directly help students with their research. The Librarian as well as the onsite Library Assistant may be contacted, 10 a.m. to 5 pm M-F, either by email at Library@nwsc.edu or by calling at 847-290-6425

In addition, NWSC encourages students to use the valuable resources of local public libraries, including Rolling Meadows Public Library and Schaumburg Township District Library. Periodical reference lists from each of the said libraries are available at the NWSC Library. For a list of additional libraries for NWSC student use, contact the Library Assistant. For public library hours of operation, contact the library.

Rolling Meadows Public Library
3110 Martin Lane
Rolling Meadows, IL 60008
847.259.6050, rmlib.org

Schaumburg Township Public Library
130 South Roselle Road
Schaumburg, IL 60193
847.985.4000, stdl.org

HOUSING

Northwest Suburban College does not offer residential facilities. It is the student's responsibility to find appropriate housing accommodations.

However, as a service to students, the Student Service Department may provide a list of available rental facilities around the campus, and NWSC has arrangements with private apartment owners located only a few feet from the campus. Prices for many of the facilities include utilities, such as heat, water, cooking gas, and trash. Features at some locations may include controlled access intercom entry, a pool, spacious closets, garages, and barbecue areas with gazebos.

Students are highly encouraged to share apartments in order to reduce costs and build a sense of community, and the Student Service Department can help put you in touch with other students seeking affordable housing.

CRIME AND SAFETY

Northwest Suburban College publishes an annual security report to inform its community of security policy and procedures and crime statistics, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

CRIME REPORTS

The annual security report is entitled the Fire and Safety Report and meets all reporting requirements as are or may be defined for an Annual Security Report by statute, including identification of its timely warning policy. The College publishes the report online and makes hardcopies available to students and prospective students on request.

Online access to the Fire and Safety Report is provided at <http://nwsc.edu/campus-safety/>.

TIMELY WARNING

The Clery Act requires institutions to give timely warnings of crimes that represent a threat to the safety of students or employees. Institutions are required to publish their policies regarding timely warnings in their Annual Campus Security Report.

Northwest Suburban College will make every attempt to alert the campus community to crimes for any Clery Act crime as soon as the pertinent information is available, with the intention to aid in the prevention of similar crimes. Email notices will be sent to the campus community and will include available details of the crime that triggered the warning, including the type of crime, location and time of incident, and suggested precautions.

The College also maintains and publishes an Emergency Response Guide, which describes the procedures associated with the timely warning policy, including directions for students, faculty and staff in case of a crime or other dangerous situation on campus.

Online access to the Emergency Response Guide is provided at <http://nwsc.edu/campus-safety/>. Hardcopies of the emergency response guide are available at the Campus Monitor's desk in Building 4 and the reception area of Building 5. In addition, flyers with potential emergency responses are posted in each campus building's bulletin board.

STUDENT ADVISING

The Advising and Career Services uses advisors, including faculty, who are available on an appointment basis to guide and advise students. Areas include academic advising, student advising, counseling, and career development. Student assistance is available to help choose majors, career exploration, write resumes, and learn interview skills. Counseling may focus on issues affecting students' studies and adjustments to college life.

All students are assigned an advisor at the time of enrollment. Advisors make proactive efforts to engage with their assigned students, but students facing difficulty should contact and schedule the first advising session. Each student is required to arrange a minimum of one advising session each term. Areas of advising may include academic plans, career development, and resource assistance.

Director of SAHS serves as student advisor to all certificate program students and the Director of SBS serves as advisor to students in As in Biology program. At the student's request, the Advisor may assist in the following:

- Assist with registration and course withdrawals.
- Update student information.
- Assist in discerning students' educational goals.
- Monitor students' progress and discuss concerns, including interventions.
- Make recommendations for academic plans.
- Match students' needs with available resources, and make appropriate referrals.
- Help with student's questions about degree requirements and school policies.
- Explain accurate information regarding requirements, policies, and procedures.
- Encourage students to take responsibility for their own academic and career goals.

TUTORING

On student request and faculty availability, free tutoring is available for all courses. A study room is reserved for this purpose.

Faculty Advisors may also help students by recommending other students as peer tutors.

CAREER SERVICES

Students and alumni are encouraged to utilize the services offered by the Advising and Career Services which offers assistance through one-on-one career counseling, job-search support, references to NWSC's large network of professionals in the fields, resumes and cover letter reviews, interviewing strategies, and information on job/career fairs. Please note that while the College will make every responsible effort to assist students in finding a job, the College or its representatives cannot guarantee job placement for students or graduates.

DISABILITY RESOURCES

For students with documented physical and intellectual disabilities, College personnel, including instructors and advisors, provide a variety of resources. Students who anticipate needing accommodations in any course are asked to make arrangements with the instructor during the first week of the course. Both instructors and student advisors are available to refer students with disabilities to various resources and strategies, including active reading and note-taking strategies, study skills and learning strategies, test preparation and test-taking strategies, computer resources (e.g., Microsoft OneNote), and goal setting.

CLASSROOM ACCOMMODATIONS

Note-taking accommodations may include the instructor providing the student with a copy of his or her lecture notes or the instructor recruiting peer note-takers from the class. Students for whom note-taking service has been determined to be a reasonable accommodation may have the volunteer email or photocopy notes to them.

EXAM ACCOMMODATIONS

Accommodations for exams may be made in cooperation of the instructor. Based upon the extent of the student's disability, testing accommodations may include the use of appropriate time extensions, a distraction-reduced environment, or assistive technology.

STUDENT ACTIVITIES

STUDENT ORGANIZATIONS

Students are encouraged to participate in organizations. For more information on developing a new organization, contact the Associate Dean of Student Affairs.

COLLEGE EVENTS

Northwest Suburban College develops and announces events for the College Community throughout the year. Updated lists of activities are available on the NWSC website and social media sites. One such event is described here.

CONSTITUTION DAY: SEPTEMBER 17TH

The United States Constitution was signed by 39 of the 55 Delegates to the Constitutional Convention on September 17, 1787. The law establishing the holiday was created in 2004 and mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. When Constitution Day falls on a weekend or on another holiday, schools and other institutions unofficially observe the holiday on an adjacent weekday.

NWSC's goal for Constitution Day is to act as the catalyst for discussion about the U.S. Constitution on and off campus. As a result, each year, the College will present a variety of activities related to the constitution and our nations' political governances. Examples of activities may include the following:

- Free Speech Boards: The campus community will be encouraged to respond to questions relating to the Constitution in the context of current events.
- PowerPoint: A presentation on aspects of the constitution, including the First Amendment, will continuously loop in the NWSC Faculty & Student Lounge.
- Debates: The Debate Team will present a debate on issues relevant to the constitution.
- Contests: Students will respond to a prompt, and their essay will be judged by a panel. Prizes may include gift cards.
- Voter Registration: On Constitution Day, the NWSC Campus will conduct a demonstration of the online voter registration process and students will be encouraged to register using accessible computers.

For students interested in registering early on, please visit <https://ova.elections.il.gov/>.

FINANCIAL POLICIES

TUITION & FEES

UNDERGRADUATE STUDIES TUITION & FEES

Undergraduate students are officially registered for courses upon completion of the enrollment process and establishment of payment arrangements with the Accounts Department. Estimated cost of attendance is provided using the minimum full-time credit hour requirements (12) and estimates of external expenses (room, board, etc.).

| Domestic Undergraduate | Costs |
|--|----------------|
| One-Time Incidental Fees | |
| Registration | \$ 450.00 |
| Student Services | \$ 100.00 |
| Graduation | \$ 50.00 |
| Current Trimester Tuition & Fees | |
| Per Credit Tuition | \$ 437.00/hour |
| Lab Fee (Per Lab Course) | \$ 250.00/lab |
| Estimated External Expenses/Trimester | |
| Books and Supplies | \$ 500 |
| Transportation | \$ 500 |
| Housing | \$ 2,500 |
| Estimated Cost of Attendance (COA) | |
| Estimated COA: First Academic Year (2 FT Trimesters) | \$ 18,540.00 |
| Estimated COA: Academic Year (2 FT Trimesters) | \$17,880.00 |
| Estimated Total Cost of Program & Attendance (AS in Biology) | \$ 43,818.00 |
| Estimated Total Cost of Program & Attendance (BS in Biology) | \$ 80,440.00 |

| International Undergraduate | Term Costs | Academic Year Costs (9 months) |
|--|----------------|-----------------------------------|
| One-Time Incidental Fees | | |
| Registration | \$ 450.00 | |
| Graduation | \$ 50.00 | |
| Current Tuition & Fees | | Approximates |
| Per Credit Tuition (minimum 12 credit hours required) | \$ 480.00/hour | \$ 11520.00 (24 credits) |
| Lab Fee (Per Lab Course) | \$ 250.00/lab | \$ 750.00 (3 labs) |
| Student Service Fee | \$250.00 | \$ 500.00 |
| Estimated External Expenses | | |
| Living Expenses: Rent and Utilities, Food | \$ 3375 | \$ 6750.00 |
| Other Expenses: Books & Supplies, Health Insurance, Transportation, Phone Bills, Clothes, etc. | \$ 1035 | \$ 2070.00 |
| Estimated Cost of Attendance (COA) | | |
| Estimated COA (Per Academic Year) | \$ 10670.00 | \$ 21590.00 |
| Estimated Total Cost of Program & Attendance (AS in Biology) | | \$51,110.00 |

SCHOOL OF ALLIED HEALTH SCIENCES TUITION & FEES

Before registering for classes, the student must complete the enrollment process with the Admissions Department and establish payment arrangements with the Accounts Department.

| Program | Start Date | Duration | Tuition | Incidental Fees | | Total Cost |
|---------------------|------------------------|-------------------------------------|----------|--|-------------|------------|
| Dental Assistant | Enrollment every month | 24 didactic wks; 28-32 wks total | \$ 9,034 | Enrollment Fee* | \$ \$300.00 | \$ 9,534 |
| | | | | Graduation Fee | \$ 50.00 | |
| | | | | Healthcare Training: CPR, OSHA, HIPPA | \$ 150.00 | |
| Medical Assistant | Enrollment every month | 24 didactic wks; 28-32 wks total | \$ 9,034 | Enrollment Fee* | \$ 300.00 | \$ 9,534 |
| | | | | Graduation Fee | \$ 50.00 | |
| | | | | Healthcare Training: CPR, OSHA, HIPPA | \$150.00 | |
| Pharmacy Technician | Enrollment every month | 12 didactic wks; 14-16wks total | \$ 1,721 | Enrollment Fee* | \$ 300.00 | \$ 2,221 |
| Phlebotomy ** | Enrollment every month | 8 didactic wks; | \$ 1,200 | Enrollment Fee* | \$ 300.00 | \$ 1,700 |
| | | | | Graduation Fee | \$ 50.00 | |
| | | | | Healthcare Training: CPR, OSHA, HIPPA | \$ 150.00 | |

* Enrollment fee of \$300.00 is non-refundable and payable with signed Enrollment Agreement Form. For students on FAFSA, this will be returned upon disbursement of FAFSA funds.

** Continuing Education

ACCOUNTS

Students are required to make all payments or develop payment plans prior to the start date of the course. Only students showing good standing will be eligible to register; those students whose account is not up-to-date will not be eligible to register until arrears have been paid. Other holds may be placed for this reason, as detailed in the Enrollment Agreement provided to each student during the enrollment process.

The Accounts Dept. and Financial Aid representatives are available to assist prospective and current students on financial information.

COURSE MATERIALS

UNDERGRADUATE PROGRAMS

On the first day of class, undergraduate instructors provide students with a syllabus referencing course materials. It is the student's responsibility to obtain the materials by the designated deadlines.

CERTIFICATE PROGRAMS

As detailed in the Enrollment Agreement, students enrolled in certificate programs are provided with course materials including textbooks, uniforms, and applicable medical supplies. It is the student's responsibility to obtain course materials prior to the start date. Questions regarding course materials are to be directed to the Director of Allied Health Sciences.

PAYMENT DISCOUNT & REFUNDS

ONE-TIME FULL TUITION PAYMENT DISCOUNT

Any student who makes a one-time full-tuition payment prior to the start date of the program will receive a five percent (5%) discount on the program tuition fee.

INSTITUTIONAL REFUND POLICY

When a student withdraws or is dismissed for violation of the Code of Conduct or failure to meet Satisfactory Academic Progress, refunds shall be computed based on the date listed on the NWSC Program Withdrawal Form or the last date of attendance.

FULL REFUNDS

A full refund of the initial registration fee and all tuition paid will be made to any student who cancels the enrollment contract within three (3) business days after the contract is signed and the initial registration fee paid. A full refund of the initial registration fee and all tuition paid will be also given to any student if:

- The College ultimately does not accept the student (for provisional acceptance pending official records).
- The College discontinues the program in which the student is enrolled without providing adequate teach-out opportunities (defined as continuing to offer necessary courses for the period defined in the enrollment agreement, or securing guaranteed transfer of College credits to an equivalent accessible institution).
- The College failed to provide the student a copy of his or her enrollment agreement.

Notwithstanding the other limitations of this policy, the College will provide a full refund (defined as the per credit tuition rate multiplied by the number of credits for the course) plus lab fee (if applicable) to any student registered for a course for which the College fails to conduct classes on days or times scheduled, detrimentally affecting the student. In such cases, the student is still required to complete and submit the Course Withdrawal Form.

The College will refund full tuition for future terms that a student has prepaid upon program withdrawal.

PARTIAL REFUNDS

The College's Tuition Refund Schedule applies to:

- Course tuition for courses registered on a per-credit basis.
- Aggregate tuition for the current term for program withdrawals.

Refunds shall be computed based on the effective date of withdrawal as defined in the College's Policy on Course Drops and Withdrawals. Tuition refunds shall be made within thirty (30) days of a voluntary drop or withdrawal. Tuition refunds shall be made within ninety (90) days of an administrative withdrawal determination.

| Effective Date of Withdrawal (trimester) | Effective Date of Withdrawal (other terms) | Eligible Refund |
|---|---|--------------------------------------|
| Three (3) days after effective date of enrollment contract but prior to the drop/add date | Three (3) days after effective date of enrollment contract but prior to the drop/add date | Tuition minus costs of materials |
| After the drop/add date but within the first three weeks of the course | After the drop/add date but within the first 20% of the term | 80% tuition minus costs of materials |
| After the first three weeks of the course but within the first six weeks of the course | After the first 20% of the term but within the first 40% of the term | 60% tuition minus costs of materials |
| After the first six weeks of the course but within the first nine weeks of the course | After the first 40% of the term but within the first 60% of the term | 40% tuition minus costs of materials |
| After the first nine weeks of the course | After 60% of the term | No refund |

Questions about refunds of tuition and other charges (institutional or applicable third party such as FAFSA, WIA, etc.) should be referred to the Accounts Department. Examples of refund calculations are available upon request.

CREDIT BALANCE REFUND

A refund is made within 14 days if a student has a credit balance in his/her account.

FEDERAL FINANCIAL AID

Although the cost of a college education at Northwest Suburban College is relatively low, many students need and receive financial aid. Federal financial aid is available for programs including Associate of Science in Biology (64 credits), Dental Assistance (720 clock hours) and Medical Assistance (720 clock hours), and applicants for admission are encouraged to apply. The Financial Aid Office welcomes inquiries about the wide range of financial aid opportunities available to NWSC students.

TYPES OF FINANCIAL AID

Federal Financial aid, which is based upon student need, is available in three forms: grants, loans, & work study.

- Grants: This aid does not need to be repaid, unless, for example, a student withdraws from a school and owes a refund. Federal grants include the Federal Pell Grant (formerly BEOG) and Federal Supplemental Education Opportunity Grant (FSEOG). You withdrew early from the program for which the grant was given to you.
- Loans: This is borrowed money that must be repaid based upon the terms listed in the contract, including interest fees. Interest is an additional charge (outside of the amount borrowed) to be paid at a particular rate in return for borrowing money. Federal loans include the Federal Subsidized Direct Loan, Federal Unsubsidized Direct Loan, and Parent PLUS Direct Loan.
 - Subsidized Loans: The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).
 - Unsubsidized Loans: You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).
- Work-Study: A work program allows students to earn money to pay for school. NWSC participates in the Federal College Work-Study Program (FCWS).

BASIC ELIGIBILITY REQUIREMENTS FOR NEED-BASED AID

Students who wish to be considered for need-based financial assistance must satisfy the following requirements, as stated by the Federal Student Aid, an office of the U.S. Department of Education (<https://studentaid.ed.gov/sa/eligibility/basic-criteria>):

- Demonstrate financial need;
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- If you're a male, be registered with Selective Service (You must register between the ages of 18 and 25.);
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;

- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Maintain satisfactory academic progress in college;
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) stating that you are not in default on a federal student loan and do not owe money on a federal student grant and you will use federal student aid only for educational purposes; and
- Show you're qualified to obtain a college education by having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate; completing a high school education in a home school setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under state law); or enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives.

For more information on financial aid eligibility, including definitions, visit www.studentaid.ed.gov.

STUDENTS' RIGHTS & RESPONSIBILITIES

Student applicants for federal assistance have the right to ask:

- What financial assistance is available at Northwest Suburban College?
- What the deadlines are for submitting applications for financial aid?
- How is eligibility for financial aid determined?
- What portion of the financial aid received is “earned” and what portion is “unearned” (See Return of Title IV Policy)?
- What interest rate is carried by loan awards, what is the total repayable amount, what are the pay back procedures, in what length of time must the loan be repaid, and when does the repayment period begins?
- What are NWSC's requirements with regard to maintenance of satisfactory progress/ good standing, and what are the appeal procedures?
- What is NWSC's Return of Title IV Funds Policy?

Students who receive federal financial assistance at Northwest Suburban College have a responsibility to:

- Apply annually for financial aid, complete applications accurately, and submit them on time to the appropriate agency. Intentional misreporting of information is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all required forms, documentation, verification, corrections and/or new information in a timely fashion.
- Read, understand, and accept responsibility for all forms and agreements signed, and keep copies of every item signed.
- Become knowledgeable of the terms and conditions governing all assistance received.
- Maintain satisfactory progress and good academic standing as defined by the College.
- Know and comply with the institution's Return of Title IV Funds Policy.
- Be familiar with NWSC's requirements with regard to enrollment status and degree candidacy.

Students should also be aware of the following information regarding the Privacy Act:

- Under the Family Education Rights and Privacy Act (FERPA) of 1974, students are entitled to review their own financial aid records, files and data. Requests to review files must be made in writing to the Financial Aid Office.
- The use of a student's Social Security account number is protected under FERPA. For some programs, disclosure of the Social Security account number is required as a condition of participation. As an identifier, the Social Security account number is used in such program activities as determining program eligibility and certifying school attendance, student status, and processing and verifying grant payments.

FINANCIAL AID APPLICATION PROCESS

This process should be completed by the Financial Aid Priority deadline of June 30 to ensure full consideration for all available need-based aid. Students who fail to complete the process at least one month prior to the beginning of each academic term should plan to bring sufficient funds to cover tuition, fees, books and supplies, as well as living expenses.

1. If you do not already have an FSA ID, apply for one at FSA ID site at <https://studentaid.ed.gov/npas/index.htm>. You need a FSA ID to electronically sign your FAFSA (Federal Application for Student Aid). If you are a dependent student (under the age of 24), your parents will also need to apply for an FSA ID in order to electronically sign your FAFSA.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Processing generally requires from four to six weeks.
3. Students receive a copy of the Student Aid Report (SAR) upon completion of processing. Students should check the SAR for accuracy and forward corrections to the NWSC Financial Aid Office.
4. The Federal Department of Education requires institutions to verify a minimum of 30 percent of their federal aid applicants. Students chosen for verification are required to complete the NWSC Financial Aid Verification forms and request a tax transcript from the IRS and forward to the Financial Aid Office. Parents of dependent students are required to also request a tax transcript from the IRS.
5. Once accepted to NWSC, complete the online Financial Aid Orientation Workshop. The Financial Aid Orientation workshop is designed to familiarize students with the rules and regulations governing all Title IV Federal Aid programs. Title IV Federal Aid includes the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), college work study (CWS), and all Federal Direct subsidized and unsubsidized student loan programs.

Students will not be considered for financial aid until all admission and financial aid application requirements have been satisfied.

VERIFICATION PROCESS

Verification is a review process which documents select data elements of a student's FAFSA. In this review, the financial aid staff compares the student's application with information provided in the required verification documents.

A student's FAFSA record can be chosen for verification based on random selection, irregularities of data, or selection criteria determined by NWSC each year. Any student selected for verification will be contacted by NWSC Financial Aid staff and will be required to submit the appropriate documentation to validate the information provided on their FAFSA. Generally, documentation includes IRS tax information and a verification worksheet. Required documents can be sent back to the address and by the deadline provided by the NWSC Financial Aid staff.

Once all required documents are received, the financial aid staff will complete the verification review. Any discrepancies found during the verification review process will be corrected on the FAFSA and reprocessed through the FAFSA Central Processing System (CPS). Additionally, the student's financial aid package will be recalculated using the updated FAFSA and its EFC calculation.

While a student selected for verification can choose to not complete the verification process, he or she will forfeit their chances of receiving federal financial aid. Therefore, if you are selected for verification, you cannot receive any of your federal and need-based aid until the verification process is complete.

UNMET NEED

Northwest Suburban College endorses the principle that most aid should be granted to students based upon financial need and that students and their parents should finance the cost of a college education to the degree they are able. Financial need is determined on the following basis:

1. Establish the cost to attend NWSC (includes tuition and fees, books and supplies, room, transportation, and miscellaneous personal expenses).
2. Subtract the family contribution (determined by submitting the FAFSA on the basis of federally established guidelines).
3. Subtract Pell Grant eligibility, if any.
4. Subtract non need-based aid received (includes institutional and private donor scholarships, WIA, and any other aid forwarded to the college to be disbursed to the student).
5. Result equals unmet need.

FINANCIAL AID PACKAGING

Financial aid shall be awarded using the following packaging concept. All applicants who complete the financial aid application process shall be awarded amounts from the following funds and in the following order subject to fund availability and determined student unmet need.

1. Establish unmet need (See Step 5 above.).

2. Subtract Federal Supplemental Education Opportunity Grant (FSEOG).
3. Subtract Federal Work Study.
4. Subtract Federal Direct Subsidized Loan.

A financial aid award letter is mailed to eligible students who complete the application process. At this time, students have the option to decline or accept any or all awards offered. The award letter must be completed, signed, and returned within two weeks to insure all applicable funds are ready for disbursement by the beginning of the term.

FINANCIAL AID DISBURSEMENTS

Student financial aid for undergraduate trimesters from the Federal Pell, FSEOG, Federal Direct Loans and State Loan programs is disbursed to students once per term. Student financial aid for certificate programs from the Federal Pell, FSEOG, Federal Direct Loans, and State Loan programs is disbursed to students in equal increments twice per term. Charges incurred by students for tuition, fees, and books are deducted from their financial aid awards prior to the release of funds to the students.

If a student has a credit balance from Title IV funds received, a refund will be made to a student within 14 days.

STUDENT LOAN DEBT MANAGEMENT

Students who are considering loans as part of their financial aid packages owe it to themselves to become aware of the implications borrowing money to attend college can have on their future financial situation. First-time borrowers at NWSC are required to attend a student loan entrance counseling workshop and complete all student loan workshop requirements prior to receipt of their first disbursement. Entrance counseling provides the following information:

1. Definitions and differences among all student loan programs
2. Explanation on how the student's total loan eligibility was calculated
3. Applicable grace period allowed along with explanation of deferments and forbearances offered
4. Explanation and definition of default and its consequences
 - liability for expenses incurred for collection
 - damaged credit rating for at least seven years
 - loss of deferment options
 - possible seizure of federal and state income tax refunds
 - possible garnishment of wages
 - loss of eligibility for further Federal Title IV student assistance
5. Example of student loan repayment schedule
6. Loan consolidation information

7. Estimated average entry level salaries for various occupations
8. Borrower's responsibility to repay his or her loan and to notify lenders of any change of name, address, telephone number or Social Security number
9. How to access and retrieve information from the National Student Loan Data System

All students who borrowed at any time during the current academic year will be required to complete an exit loan counseling session prior to the end of the academic year. This process provides students with information regarding their rights, responsibilities and obligations to the student loan program.

RETURN OF TITLE IV FUNDS

Students should give written notification to Northwest Suburban College (in person or by registered mail) of their intention to withdraw from the institution using the NWSC Withdrawal Form, which is considered an "official withdrawal." If no notification of withdrawal is received, the College will use the last date of attendance to determine federal refund amounts ("unofficial withdrawal"). Refunds shall be computed based on the date listed on the withdrawal form or the last date of attendance.

Students who receive federal Title IV assistance and who officially or unofficially withdraw from classes at NWSC may be required to repay a portion of the federal aid they have received. The timeline for returning funds to the federal government is 45 days.

The student earns his or her aid based on the length of time he or she remains enrolled. During the first 60% of the enrollment period, a student is entitled to retain a percentage of his or her grant or loan assistance directly proportional to the percentage of the period of enrollment that was completed and for which assistance was awarded. If the day the student ceases to attend classes or officially withdraws after the student has completed 60 percent of the period of enrollment, the student is entitled to retain 100 percent of their grant or loan assistance awarded for the period of enrollment.

CALCULATING RETURN OF TITLE IV AID AMOUNT

Once the earned and unearned aid percentages are determined, the next step is to calculate the dollar amount of unearned aid that must be returned. The Return amount is determined by multiplying the unearned aid percentage by the total of all Title IV aid received.

$$\text{Unearned Aid Percentage} \times \text{Total of all Title IV Funds Received} = \text{Total Unearned Aid}$$

SCHOOL PORTION OF THE RETURN

The amount of unearned aid that must be returned by NWSC is a percentage of the institutional charges for the term. Once the dollar amount of the school portion of the Return is determined, it is compared to the total amount of all unearned aid. If the school portion is less than the total unearned aid, then NWSC must return the amount of the school portion. If the calculated school portion exceeds the total unearned aid, then NWSC must return the amount of the total unearned aid.

Financial aid will be returned to the aid program from which it came. If returned to a loan program, your outstanding balance will be reduced by the amount of the return. Aid will be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Perkins Loan
4. Direct PLUS Loans
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grant
7. Iraq and Afghanistan Service Grant

FEE REFUND VERSUS SCHOOL RETURN AMOUNT

In most cases, the amount of the fee refund received will be less than the amount of the school return portion of Title IV funds. When you discontinue enrollment, a balance will be created on your student account at NWSC for the difference between the fee refund and the return amount. You will be responsible for paying this balance in addition to any other balance created from the student portion of the return.

STUDENT PORTION OF RETURN OF TITLE IV FUNDS

After the school returns the correct amount of aid, any amount of the total unearned aid that remains becomes the student portion of the return. The student portion of the return is calculated by subtracting the amount of the school return from the total unearned aid.

$$\text{Total Unearned Aid} - \text{School Return Amount} = \text{Student Portion of Return}$$

Depending on the remaining sources of aid after the school return, the student portion of the return is distributed back to the aid program from which it was awarded as follows:

Any amount of the return allocated to loans is repayable after you leave NWSC and enter repayment according to the terms and conditions of those loans. You will not be billed for these funds upon discontinued enrollment.

Any amount allocated to federal Title IV grants are subsequently decreased by 50%. This adjustment is an effort to reduce the impact of discontinued enrollment on those students receiving grant funds. Failure to return the required amount of grant money can impact a student's future Title IV eligibility. Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, NWSC must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification a school must inform the student that:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

3. There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:
 - a. The student may repay the overpayment in full to the school.
 - b. The student may sign a repayment agreement with the school. Two years is the maximum time a school may allow for repayment.
 - c. The student may sign a repayment agreement with the Department.
4. If the student fails to take one of the positive actions during the 45-day period, the student's overpayment immediately must be reported to the NSLDS and referred to the Debt Resolution Services for collection.

The student should contact the school to discuss his or her options.

POST-WITHDRAWAL DISBURSEMENTS

A post-withdrawal disbursement is offered to the student if, prior to withdrawing, s/he earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 7 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, Northwest Suburban College must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that he or she does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the College within 14 days.

Northwest Suburban College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, NWSC needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his or her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his or her debt at the school.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should he or she continue his or her education at a later time.

Please contact the Financial Aid Department for more information.

CODE OF CONDUCT FOR FINANCIAL AID PROFESSIONALS

As students are expected to meet all standards of the NWSC Code of Conduct, financial aid professionals are expected to help students achieve their educational potential by providing appropriate financial resources. To this end, this statement provides that the financial aid professional shall:

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need.
- Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
- Support efforts to encourage students to aspire to and plan for education beyond high school.
- Educate students and families through quality consumer information.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism.

With these items in mind, the Financial Aid Staff will abide by the following standards, as stated by the National Association of Student Financial Aid Administrators (NASFAA):

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person to avoid the appearance of a conflict of interest.
 - b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.
 - c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
 - d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his or her family), or from any entity doing business with or seeking to do business with the institution (including service on

advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional award notifications and/or other institutionally provided materials shall include the following:
 - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges
 - b. Clear identification of each award, indicating type of aid
 - c. Standard terminology and definitions, using the NASFAA's glossary of award letter terms
 - d. Renewal requirements for each award
4. All required consumer information is displayed in a prominent location on the institutional website and in any printed materials, easily identified and found, and labeled as "Consumer Information."
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

FINANCIAL AID WARNING

Any student receiving federal financial aid who fails to meet the College's SAP standards at the end of any evaluation increment will be placed on Financial Aid Warning status. The Financial Aid Warning period is the duration of the subsequent evaluation increment. During the warning period the student is eligible for financial aid.

At the end of the Warning period, if the student is not making Satisfactory Academic Progress, the student loses financial aid eligibility and all financial aid will be terminated. A student may reestablish eligibility by (1) meeting all SAP requirements or (2) having an appeal accepted and being placed on Financial Aid Probation.

FINANCIAL AID APPEAL

If unusual circumstances (e.g., personal injury or illness, death of a relative, etc.) contributed to the lack of satisfactory academic progress, an appeal may be filed with the Dean of Academics. The student must provide a written statement explaining how the unusual circumstance has been resolved so that s/he will be able to complete the requirements for SAP. The student will receive notice on the status of the appeal within two weeks of NWSC receiving the documentation.

If accepted, the appeal decision will designate standards for course completion and GPA that are designed to return the student to compliance with the standard requirements of SAP within two (2) additional trimesters. During the probation period the student is eligible for financial aid. If at the end of either trimester, the student has not met the designated standards, s/he will lose financial aid eligibility and all financial aid will be terminated.

INSTITUTIONAL AID

Northwest Suburban College makes every effort to insure qualified students will not be denied a college education because they are unable to meet the expenses of attendance.

Financial assistance is based on demonstrated financial need. This is the difference between a student's (or family's) resources and the cost of attending college. Assistance is available in the form of private grant-in-aid programs (not required to be paid back) as well as loans (borrowed money required to be paid back) to any eligible students pursuing a degree or certificate program.

Students interested in institutional aid must complete both the Free Application for Federal Student Aid (FAFSA) as well as the NWSC Financial Assistance Form and submit last year's tax return to the Financial Assistance Department. Additional documentation, including bank statements and pay stubs, may be requested.

For detailed information on the financial assistance processes, including updated opportunities, student eligibility requirements, criteria for selecting recipients and for determining the award amounts, as well as terms and conditions of financial assistance, contact the NWSC Financial Assistance Department.

NWSC NON-INTEREST BEARING LOAN

Offered through NWSC and its affiliated agency, the loan amounts range from \$1,000-\$5,000, based on the student's need and will not incur any interest charges if payments are made on time. Students under this plan pay in monthly installments. However, they must pay off all the balance before they graduate from their enrolled program.

NWSC EXTENDED PAYMENT PLANS

Extended payment plans that exceed the enrollment period are available as interest bearing loans and are arranged through Tuition Financing Corporation. Students may use this service or make independent arrangements on their own for student loans.

PRIVATE GRANTS

NWSC provides both merit-based and need-based grants for undergraduate and certificate students, based on the program of choice and qualifications. Private grants may convert into a loan if the student does not complete the program for which s/he is enrolled (based on the Enrollment Agreement).

MERIT-BASED GRANTS

Merit-based grants are awarded to full-time domestic and international students in the undergraduate programs. International students interested in merit-based grants must submit evidence of high achievements in previous schools. Supporting document examples including letter from President, Chair, or other school official certifying top 1% of class is needed.

Two such grants include the following:

- Presidential Grant (1 available per year): For first-time, full-time freshman students, this prestigious grant provides 100% tuition waiver. Requirements include a minimum high school CGPA of 3.95/4.00 for eligibility and maintenance of a minimum CGPA of 3.7.
- Dean's Grant (2 available per year): For first-time freshman students, this generous grant provides 50% tuition waiver. Requirements include a minimum high school CGPA of 3.65/4.00 for eligibility and maintenance of a minimum CGPA of 3.5.

NEED-BASED GRANTS

Need-based grants are available to both domestic undergraduate students as well as students enrolled in certificate programs. Students must fully utilize all available federal funds in order to qualify for these grants. Grant amounts are based on the household income and include a term tuition reduction of 20%-40%.

STUDENT POLICIES

Student policies are described or restated here for clarity and emphasis. The current policy manual (including all associated procedures and forms) is available at <http://nwsc.edu/policies/>.

CODE OF CONDUCT

The purpose of the Northwest Suburban College Code of Conduct is to provide equitable rules and procedures to promote a safe and orderly educational environment. The College holds and abides by the highest standards of integrity and scholarship. All members of the NWSC community, including students, faculty, and staff must conduct themselves in a manner compatible with NWSC's role as an academic institution.

Misconduct is defined as any activity contrary to the general and educational interests of the College and its members. Allegations of misconduct will be reviewed against this standard.

College jurisdiction is applicable to all conduct while on College premises and other sites at which instruction or College-related activities are being conducted. The College may also review criminal or otherwise egregious conduct as a violation of the Code of Conduct, regardless of where it was committed.

Presumed misconduct includes violation of College policies that create responsibilities or expectations for students and acts contrary to the Code of Conduct, which has been established to clarify those behaviors that implicitly contradict the general and educational interests of the College. Specific types of misconduct include, but are not limited to, the following:

MISREPRESENTATION

- Providing false information to any College official.
- Forgery, alteration, or misuse of any College documents and resources.

ACADEMIC DISHONESTY

- Cheating is the misuse of material including, but not limited to, using unauthorized assistance, recycling work without acknowledgement, illicit collaboration, or fabrication of information.
- A form of cheating is plagiarism, which is using someone else's work, in part or in whole, intentionally or unintentionally, and implying that the other person's work is yours. Examples of plagiarism include, but are not limited to, submitting works that you have not created yourself, copying answers or text from another person and submitting it as your own, quoting or paraphrasing someone else's idea without crediting the original author, and fabricating references or incorrectly using references.
- All work turned in by a student is to be of his or her own creation or properly cited as the work of others. It is the student's responsibility to know and understand the rules regarding avoiding plagiarizing and proper citations.
- The degree of and circumstances around an incident of plagiarism will be considered and the appropriate consequence(s) determined. Consequences may range from a zero for the assignment

up to and including expulsion, depending in the severity of the case. Each subsequent infraction may be treated more severely than previous ones.

SPEECH AND RELATED BEHAVIOR

- Any verbal, written, electronic, or physical behavior that creates or is likely to provoke a violent reaction, whether or not it actually does so
- Disruption or obstruction of teaching, research, administration, or any other college activities

VIOLENCE AND HARASSMENT

- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, assault, sexual misconduct, and/or any other conduct that threatens or endangers the health or safety of any person
- Controlled and illegal substances and weapons
- Use, possession, or distribution of narcotic or other controlled substances
- Use, possession, or distribution of alcoholic beverages on campus or by underage students
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals

THEFT AND DAMAGE TO PROPERTY

- Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property
- Unauthorized entry or use of College facilities
- Violation of College policies, rules, or regulations and/or collusion in violation of College policies, rules, or regulations

CODE OF CONDUCT PROCEEDINGS

Northwest Suburban College works to ensure that any violation of College policy is reviewed and resolved in a manner that guarantees the College applies standards of fairness and due process in its decision-making. The College has established a uniform process for the review of violations of College policy. The process is applicable to the review of policy violations by students, as defined in the Code of Conduct.

CODE OF CONDUCT REPORTING PROCEDURE

Any faculty member or other employee of the College who becomes aware of a student's probable violation of the Code of Conduct must report that information to the Dean of Academic and Student Affairs. All other members of the College community are likewise encouraged to report. The identity of the person reporting a violation will be kept confidential, but that person may be contacted by the College as part of the investigation of a complaint. A faculty member or other employee reporting a violation may be required to answer questions or provide a statement that will identify them by name, and other members of the College community reporting a violation may be requested to do so.

INITIAL ASSESSMENT

Any allegation of a policy violation must be immediately reported to the College Compliance Department. The Compliance Department will conduct an investigation, identifying potential evidence and witnesses. Investigations include interviews and the review of evidence, such as electronic and written material, if any exists. The Compliance Department will prepare a summary of its investigative findings, assessment of the policy requirements in question, and interpretation of the implications to the policy of the allegations.

REVIEW PROCEDURE

Review of grievances against employees or faculty will be presided on by the College President (or if against the President, by the Chair of the Board of Regents). Review of violations of the Student Code of Conduct will be presided over by the Dean of Academic and Student Affairs.

The presiding officer will meet with the respondent of the violation or grievance, giving that person an opportunity to acquiesce to or contest the allegations, and providing him/her with the opportunity to request review by a committee. If a committee review is requested, or determined to be in the interest of the College or the process, the presiding officer shall, with the advice of the Compliance Department, appoint an appropriate committee (examined to ensure his/her impartiality). The committee should include at least one faculty member and at least one current student.

Either independently or with an appointed committee, the presiding officer will conduct a conference with the respondent, and any complaining parties or witnesses. The presiding officer or committee will then make a determination of regarding the alleged determination and any applicable sanctions in private deliberation. Committee decisions shall be by majority vote.

The presiding officer or committee shall then prepare a written explanation of its finding and the reasons thereof, which shall be delivered to the respondent within ten days of the hearing.

Within ten days of the conference, the Vice President will submit in writing the decision of the committee to the President. The grievant may seek review of an adverse decision through the College President. The decision of the College President is final and is documented on the Grievance Form.

APPEALS

A decision reached or a sanction imposed by the presiding officer or review committee may be appealed by the respondent to the President within ten days of receipt of the decision. Failure to respond within ten days of the receipt of the decision will result in implementation of the recommended sanction(s).

Appeals must be submitted in writing to the President clearly explaining the basis for the appeal.

The decision of the President will be final.

CODE OF CONDUCT SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Code of Conduct. The Director of Student Affairs is responsible for handling all matters related to the Code of Conduct. At any time, the recommended consequence for an infraction may be increased or decreased due to existence of aggravating or mitigating circumstances of the infraction, solely at the discretion of the Director of Student Affairs.

- Warning: Notice that the student violated the Code and that any repetition may result in more severe sanctions.
- Discretionary Sanctions: Works assignments, service to the College or community, or related discretionary assignments.
- Suspension: Separation of the student from the College for a definite period of time, after which the student may be eligible to return.
- Expulsion: Permanent separation of the student from the College.

STUDENT GRIEVANCES

Grievances are defined as allegations by students of the violation by College faculty or employees of College policies that implicate their interests (and may include, but are not limited to, discrimination, harassment, capricious grading, or determinations made in the application of other College policies), and are handed through the same adjudicative process as described for code of conduct violations.

A student who has been unable to resolve a problem with a faculty or staff member should contact his/her advisor for the NWSC Grievance Form. The form should be completed and submitted to the Compliance Department within ten working days of the incident. The complaint must include a concise statement of the allegations that form the basis for the student's complaint, including a careful statement of the facts, rules, regulations, policy, or practice that was violated; a summary of the attempts to resolution; and a suggested remedy.

EXTERNAL COMPLAINTS

Complaints against this school may be registered with (and/or):

Illinois Board of Higher Education (IBHE)
 1 N. Old State Capitol Plaza
 Suite 333
 Springfield, Illinois 62701-1377
 217.557.7359
<http://complaints.ibhe.org/>

Additional complaint procedures are available in the Appendices of this Catalog.

HARASSMENT AND SEXUAL MISCONDUCT POLICY

Northwest Suburban College believes we are all responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior that seems acceptable to one may be offensive to others. Any harassment or false accusations of harassment of or by employees or students is not acceptable. The College prohibits harassment on the basis of sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group protected by law.

HARASSMENT

Harassment is verbal or physical conduct or conduct using technology that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment. A person's subjective belief that behavior is offensive, intimidating, or hostile does not make that behavior harassment. The behavior must be objectively unreasonable. Expression occurring in an academic, educational, or research context is considered as a special case and is broadly protected by academic freedom. Such expression will not constitute harassment unless (in addition to satisfying the above definition) it is targeted at a specific person or persons, is abusive, and serves no bona fide academic purpose. Harassment includes, but is not limited to, the following behaviors:

- Unsolicited remarks, gestures, or physical contact;
- Display or circulation of written material or pictures that are negative or offensive to gender or to racial, ethnic, religious, or other groups protected by law;
- Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment also encompasses unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic or employment decision, or a term or condition of either; or
- Such conduct directed against an individual persists despite its rejection.

SEXUAL MISCONDUCT

One of the College's goals is to maintain an environment that is healthy and safe. Acts of sexual misconduct and assault will not be tolerated. Sexual misconduct includes sexual assault and abuse (criminal acts that the U.S. Department of Education defines as sexual harassment), non-consensual sexual activity, and sexual harassment. The College will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment or sexual misconduct.

Persons accused of sexual misconduct will be subject to disciplinary action in accordance with Northwest Suburban College's policies and procedures for student conduct. At the discretion of the College, persons accused of sexual misconduct may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the College.

In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, NWSC may choose or may be required to provide information and records related to its disciplinary proceedings involving the same act. However, NWSC's student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the College's student conduct proceedings.

The College considers sexual violence and sexual harassment, whether verbal, physical, or visual, to be a form of sexual discrimination, prohibited by Title IX of the Education Amendments of 1972. A person who has been a victim of sexual assault may report the crime to the Northwest Suburban College student advisor, the Associate Dean of Academic & Student Affairs, the Dean of Academic & Student Affairs, or an outside community agency. NWSC staff will serve in an advocacy role and help refer individuals for appropriate medical, law enforcement, judicial, and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

Even if a victim decides not to file criminal charges with the police, it is recommended that the individual contact a College or community resource for support. Victims are entitled to confidential services either on or off campus, whether or not charges are pressed.

RESOURCES

| ON-CAMPUS RESOURCES | CONTACT INFORMATION |
|--|---|
| NWSC STUDENT ADVISOR | 847.290.6425 |
| NWSC DIRECTORS OF SBS & SAHS | 847.290.6425, EX. 109 & 110 |
| NWSC DEAN OF ACADEMIC & STUDENT AFFAIRS | 847.290.6425, EX. 104 |
| OFF-CAMPUS RESOURCES | CONTACT INFORMATION |
| NORTHWEST CENTER AGAINST SEXUAL ASSAULT (CASA) | 24-HOUR CONFIDENTIAL HOTLINE: 888.802.8890 PHONE: 847.806.6526 URL: HTTP://WWW.NWCASA.ORG/ ADDRESS: 415 WEST GOLF ROAD, SUITE 47 ARLINGTON HEIGHTS, IL 60005 |
| LIFE SPAN | 24-HOUR CRISIS LINE: 847.532.9540 URL: HTTP://LIFE-SPAN.ORG/ |

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses: the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

ILLINOIS DOMESTIC VIOLENCE ACT: RIGHTS OF VICTIMS

The following excerpt is from the Illinois Domestic Violence Act webpage by the Illinois Attorney General. For more information, visit <http://www.illinoisattorneygeneral.gov/women/idva.html>.

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law, family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment or other common dwelling;
- people who have or allegedly have a child in common or a blood relationship through a child in common; and
- people who are dating, engaged or used to date, including same sex couples; people with disabilities and their personal assistants.

Domestic violence consists of physical assault, sexual abuse, and stalking. The violence takes many forms and can happen all the time or once in a while. If you are in an abusive situation, you are urged to seek help. Resources both on campus and in the community are:

| ON-CAMPUS RESOURCES | CONTACT INFORMATION |
|---|---|
| NWSC STUDENT ADVISOR | 847.290.6425 |
| NWSC DIRECTORS OF SBS & SAHS | 847.290.6425, EX. 110 & 109 |
| NWSC DEAN OF ACADEMIC & STUDENT AFFAIRS | 847.290.6425, EX. 104 |
| OFF-CAMPUS RESOURCES | CONTACT INFORMATION |
| STATE OF ILLINOIS DOMESTIC VIOLENCE HELP LINE | 24-HOUR CONFIDENTIAL HOTLINE: 877.863.6338 URL: HTTP://WWW.DHS.STATE.IL.US/PAGE.ASPX?ITEM=31886 |

HARASSMENT REPORTING PROCEDURE

Harassment of any sort is a serious breach of NWSC policy. The College will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment, report the alleged conduct immediately to the Dean of Academic & Student Affairs or another senior College official. NWSC prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Students are encouraged to report all incidents of harassment. The College will conduct an appropriate and discreet investigation of all reports of sexual harassment. The details of the investigation will be kept

as confidential as feasible, consistent with policies and applicable federal, state, and local laws.

- Complaints of sexual harassment by a College executive, faculty member, staff member, or teaching assistant are reported to and investigated by the employee's immediate supervisor, or the Dean of Academic & Student Affairs or any other senior College official. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- Complaints of sexual harassment by a student are reported to and investigated by the Dean of Academic & Student Affairs. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- An appropriate and timely response to each complaint will be provided.
- No individual who makes a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic, or educational consequence, as a result of making a report.

DRUG-FREE CAMPUS

Northwest Suburban College of Basic and Allied Health Sciences is grounded in the principles of health; hence, the College strictly enforces a drug-free campus policy. Regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, NWSC prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person does not have a prescription, or alcohol by students, employees, or contractors on any College property or College-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires that the College inform all members of the NWSC community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of employment and possible referral for criminal prosecution. Violations are recorded in the individual's file.

Students should be aware that those found guilty of violation of the Drug-Free Campus Policy may lose financial assistance provided by the College. Furthermore, according to the Anti-Drug Abuse Act of 1988 (Section 5301), students who receive federal financial aid must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial aid.

For detailed information on the Drug-Free Campus Policy, including definitions, effects of health, and federal and state and federal sanctions, refer to the NWSC Annual Security & Fire Safety Report.

COUNSELING RESOURCES

Members of NWSC and the community are available to assist students and employees experiencing problems with drugs and alcohol. Specifically, NWSC advisors are available for confidential meetings and referrals. A few external resources are listed in the chart below:

| Services | Name & Numbers |
|---------------------|--|
| Support Groups | Al-Anon/ Alateen: .847.358.0338 Alcoholics Anonymous: 847.240.2380 Narcotics Anonymous: 708.848.4884 |
| 24-Hr Hotlines | SAMHSA: .800.662.4357 Sober Nation: 866.317.7050 Wellplace: 800.821.4357 Drug Rehab: 877.882.9275 |
| Community Resources | Rolling Meadows Counseling Center: 847.991.5710 Therapeutic Interventions Inc.: 847.991.4800, ex. 27 |

NWSC encourages students to seek a professional for counseling services. However, in addition to the services listed above, there are numerous online resources available, including the Student Counseling Virtual Pamphlet, which can be accessed at <http://www.dr-bob.org/vpc/>.

DANGEROUS OBJECTS

The possession, display, and/or use of dangerous objects including, but not limited to, firearms, fireworks, explosives, hunting knives, or anything that could be misrepresented as a weapon are prohibited on College property. Disciplinary action for violation of the Dangerous Objects Policy may include suspension or expulsion and referral for possible legal action.

DRESS CODE

A clean, neat appearance will help students develop appropriate dress habits for new careers. While NWSC appreciates the individuality of each student, students are asked to dress in proper attire for all educational activities, including but not limited to, lectures, labs, externships, and community service events. Students in the School of Allied Health Sciences are required to wear the provided uniforms to each course session. All students are required to follow lab dress codes, including coats, protective wear (i.e., goggles), and full-toed shoes. Information about lab precautions will be provided by the instructor.

The following are examples of attire considered inappropriate for the College environment:

- Hats, caps, and hoodies during instruction
- Clothing with profanity/indecent messages
- Any display of underwear

NWSC respects the beliefs of each student. If dress code policies are in conflict with your religious beliefs, please speak to your advisor.

PRIVACY OF RECORDS

NWSC complies with the Family Educational Rights in Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day the

College receives a request for access. Students should submit to the Registration and Records Rep., Dean, or other appropriate official written requests that identify the record(s) they wish to inspect. The NWSC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom it should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic research, or support position; a trustee or outside contractor such as an attorney or auditor acting as an agent for the College; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, volunteers and other non-employees performing institutional services and functions as school officials with legitimate education interests. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll; to accrediting agencies; to comply with a judicial order or lawfully issued subpoena; in connection with financial aid for which a student has applied; in connection with a health and safety emergency; to military recruiters. The Privacy Act specifically states that parents and other third parties may not have access to a student's educational records, unless the student gives written permission. The College reserves the right to make certain exceptions to the above for federal and state agencies that are gathering information for statistical purposes.
- The Dean of Academic & Student Affairs may contact parents, legal guardians, or law enforcement as deemed necessary where there is a danger to a student or to others, or when a student is involved in alcohol and/or drug violations on campus.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwest Suburban College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

COPYRIGHT AND LICENSES

NWSC adheres to the Higher Education Opportunity Act of 2008 (HEOA), which requires institutions to explicitly inform students that unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. For legal alternatives to unauthorized downloading, visit www.educause.edu, and search "Legal Sources of Online Content" for a list of options.

Federal Copyright Laws are included in the NWSC Code of Conduct. Hence, sanctions for violations of the Code are listed under the Code of Conduct section of this Catalog.

EMAIL

The email provided in the NWSC application is the official mechanism for communication for the College and students/faculty/staff. College community members are expected to read communications in a timely manner. Changes to email addresses should be immediately conveyed to instructors and advisors.

ELECTRONIC USE

NWSC expects students, faculty, and staff to demonstrate responsibility, integrity, and confidentiality when utilizing resources, including electronic devices and networks. All activity on systems and networks, including the creation of documents, may be monitored by administrators. Unless permitted by the owner or law, personal software may not be used, installed, or copied on College electronic resources. NWSC reserves the right to revoke the privileges of any staff or student found to be using College

equipment and computer network inappropriately. Legal action may follow, if deemed necessary.

VACCINATIONS

In accordance with the College Student Immunization Act, each enrolled student is required to submit documentation of having received immunizations. Proof of immunity must include the following information:

- The month, day, and year of vaccine receipt for measles, mumps, and rubella. Whole year dates (e.g., 1969) are acceptable only when it is clear that the student was at least one year of age when the vaccine was received.
- The month, day and year of receiving the vaccine for diphtheria and tetanus.

Proof of immunity may be provided in the following forms:

- A copy of the immunization record from the physician
- A copy of the student's Illinois high school health record which complies with the immunization requirements
- In lieu of proof of immunity, official evidence of birth on or before January 1, 1957

A student may be exempt from the vaccination policy if s/he provides a written and signed statement by a physician indicating the circumstances that conflict with the immunizations. Exemptions may also be provided if vaccinations conflict with religious beliefs. In such cases, the student must provide a written and signed statement detailing the specific belief that conflicts with vaccinations and receive approval from the Dean of Academic Affairs.

Failure to provide proof of immunity will preclude the student from enrollment in subsequent courses until the Admissions Rep. receives appropriate documentation or the student is granted an exemption by the Dean.

ACADEMIC POLICIES

STUDENT POLICIES ARE DESCRIBED OR RESTATED HERE FOR CLARITY AND EMPHASIS. THE CURRENT POLICY MANUAL (INCLUDING ALL ASSOCIATED PROCEDURES AND FORMS) IS AVAILABLE AT [HTTP://NWSC.EDU/POLICIES/](http://NWSC.EDU/POLICIES/).

RESPONSIBILITY OF THE STUDENT

NWSC offers a number of resources to assist students in planning their educational programs. It is the responsibility of the student to make final choices and assume responsibility for his/ her decisions. The student must meet course prerequisites and graduation requirements. Transferring students should refer to the NWSC Catalog as well as the State of Illinois guidelines

SATISFACTORY ACADEMIC PROGRESS

All students at Northwest Suburban College must meet the College's standards for Satisfactory Academic Progress (SAP). The College requires compliance with the SAP policy for all students in undergraduate degree programs and certificate programs.

Students are expected to adhere to the guidelines for the SAP policy for both Minimum Cumulative GPA (Qualitative Progress) and Timely Completion (Quantitative Progress). Satisfactory academic progress evaluations will be conducted by the NWSC Associate Dean of Academic & Students Affairs using the criteria below. The evaluation will be conducted after final grades have been posted for the program's designated Evaluation Increment. Evaluation will be conducted at the end of each module in the certificate programs and after the end of each trimester in the degree programs. Students who fail to meet the SAP guidelines will be notified in writing. Credit evaluation for measurement of SAP is calculated as follows:

- Grades of A, B, C, or D are earned credit.
- Grades of F and W are considered hours attempted, but no credit is earned.
- Incomplete grades (I) are considered hours attempted, but not earned credit until a passing grade is posted. An Incomplete grade will revert to an F if the work is not completed by the end of the following trimester.

Repeated classes are considered hours attempted in all quarters, but are earned credit only in the quarter the highest passing grade is posted. Students can repeat course(s) with a "D" or "F" grade, and only the final grade will be included in the GPA.

Students who fail to meet standards for satisfactory academic progress are subject to being placed on financial aid warning (see the corresponding section under Federal Financial Aid) and academic probation. Students are expected to work closely with their advisor to maintain good academic standing and for rehabilitation of good academic standing. Continued failure to comply with SAP may become ineligible for financial aid and face dismissal from the College.

CREDIT POLICIES

Courses in the College's degree programs are measured in terms of credit hours. Courses in the College's certificate programs are measured in terms of clock hours.

CREDIT HOURS

Credit hours are defined by a combination of the number of hours per week in class, the number of hours of supervised learning, the number of hours per week in a laboratory, and/or the number of hours devoted to externships, times the number of weeks in a term. The formula for calculating the number of trimester hours for each course is $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$.

The number of credit hours assigned to a course consists of a minimum of 15 classroom lecture and/or supervised learning periods of 50 minutes each and which assumes outside reading and/or preparation, 30 laboratory hours where classroom theory is applied, and 45 hours of external discipline-related work experience with indirect instructor supervision, or a combination of all three.

Each hour of class work requires two hours of out-of-class activities.

COURSE LOADS

Students in the undergraduate program are expected to enroll in 12-17 credit hours/trimester. Any student enrolled 18-21 credit hours must receive approval from the Student Advisor. In rare circumstances, a student may be granted additional credit hours, which may be granted by the Associate/Dean of Academic & Student Affairs.

CLOCK HOURS School of Allied Health Sciences courses are measured in clock hours. (versus credit hours). A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or direct instruction and appropriate break(s). Students are required to take a 10 minute-break for every 50 minutes of lecture/lab. All certificate programs are clock-hour based.

MINIMUM CUMULATIVE GPA

The College's qualitative measure of academic progress requires that students maintain a minimum cumulative GPA. At the end of each evaluation increment, degree students must achieve a minimum cumulative grade point average of 2.0 on a 4.0 point scale. This ensures that students are on track to achieve the necessary grade point for program completion.

TIMELY COMPLETION

The College's quantitative measure of academic progress requires timely program completion. To achieve satisfactory academic progress for Timely Completion, the student must complete 2/3 of the cumulative hours attempted. This ensures that students are making reasonable progress toward program completion and remain on track to maintain compliance with federal regulations that allow financial aid for courses equally credit hours up 150% of the credits required to complete the program.

In addition, the College's enrollment agreement sets expectations for the level of course enrollment expected of full-time and part-time students. These expectations are designed to ensure that students complete their degrees within 150% of the normal program length (for their enrollment type) when complying with SAP standards.

ACADEMIC PROBATION

Any student who fails to meet the College's SAP standards at the end of any evaluation increment will be placed on Academic Probation. The student will be provided with written notice of his/her probationary status, and the status will be identified on the student's transcript.

Once placed on Academic Probation, a student must comply with the Probationary Standards:

In each term a student registers for courses, s/he must earn credit for 2/3 of the courses registered, and receive a minimum term GPA of 2.0/4.0.

The student must meet with his/her advisor at the completion of 25%, 50%, 75%, and 100% of the evaluation increment to go over their academic progress.

A student will be removed from academic probation when they establish compliance with cumulative SAP standards at the end of the evaluation increment. A student who fails to meet cumulative SAP

standards, but has met the Probationary Standards for the term will be continued on academic probation for another term (though they may become ineligible for financial aid as described in the procedure for Financial Aid Warning). A student who fails to meet the Probationary Standards for any term while on Academic Probation will be dismissed from the College.

APPEAL OF ACADEMIC DISMISSAL

If unusual circumstances (e.g., personal injury or illness, death of a relative, etc.) contributed to a student's failure to meet the Probationary Standards, an appeal may be filed with the Dean of Academic & Student Affairs. The student must provide a written statement explaining how the unusual circumstance has been resolved so that s/he will be able to comply with the Probationary Standards in future terms. The student will receive notice on the status of the appeal within two weeks of NWSC receiving the documentation.

If accepted, the student will be returned to academic probation for one additional evaluation increment.

PROGRAM WITHDRAWALS

A student wishing to withdraw from their academic program must complete the Program Withdrawal Form. The Form may be submitted to the Registrar in person or by registered mail.

Students, who fail to attend the College for two consecutive trimesters, without requesting a leave of absence, will be administratively withdrawn. Failure to attend is defined as failure to register for any courses, withdrawal from all courses, or administrative withdrawal from all courses. Such students must complete an application for readmission and new enrollment agreement before being allowed to register for any subsequent courses.

Students who have been dismissed due to violations of the College Code of Conduct or failure to meet the College's Satisfactory Academic Progress Policy will be administratively withdrawn. Such students may only apply for readmission as indicated in the dismissal decision or the specific policies underlying their dismissal.

Students who withdraw from their programs after the drop/add date for the term will have all courses recorded on their transcript as course withdrawals. Students who are administratively withdrawn from their programs after the drop/add date for the term will have all courses recorded on their transcript as course administrative withdrawals.

Fee and tuition refunds for program withdrawals will be processed according to the College's Policy on Tuition Refunds.

PROGRAM CHANGE

For those students interested in changing programs or seeking to earn additional credentials, standing credits attempted and grades earned will count towards the new program of study and satisfactory academic progress.

Transfer students seeking to change programs will have their transcripts reevaluated according to the maximum transfer credits allowed for the desired program.

COURSE DROPS AND WITHDRAWALS

A student wishing to drop or withdraw from a course must complete the Course Withdrawal Form. The Form may be submitted to Registrar in person or by registered mail. The effective date of a withdrawal is the date submitted in this manner.

If a student withdraws from a course prior to the drop/add date (specified in the academic calendar) it is considered a drop. The student may elect to register for a different course or have their drop processed according to the College's Policy on Tuition Refunds, if eligible.

Withdrawals after the drop/add date will be processed according to the College's Policy on Tuition Refunds, if eligible. Withdrawals after the drop/add date will be counted as courses attempted, and appear on the student's transcript as described in the College's Policy on Grading.

The College may initiate an administrative course withdrawal if a student fails to attend more than 25% (aggregate) of the class sessions for a course.

Administrative withdrawals are recorded on a student's transcript per the College's Policy on Grading, and will be processed according to the College's Policy on Tuition Refunds. The effective date of an administrative withdrawal is the later of (1) the last day that the student attended the course, or (2) the day after the drop/add date.

If an administrative withdrawal would be effective after the last day to withdraw designated on the academic calendar, the student will instead receive a failing grade (F) for the course.

For refund information, please refer to the College's Institutional Refund Policy.

ATTENDANCE

Absence and tardiness interfere with instruction and contribute to academic failure. Therefore, students are expected to attend all classes in which they are enrolled. In the event that a student cannot attend class, s/he must directly notify the instructor prior to the session. Moreover, in cooperation with the instructor, the student is required to make-up the missed hours.

The College policy is that a student may not exceed two absences per course. However, each instructor has the right to modify his/her course attendance policy, which can be found in the course syllabus. Failure to meet the attendance policy may result in an administrative withdraw (AW) from or Failure (F) in the course and may require repeating it.

REPEATING COURSES

Students may repeat course(s) with a D or F grade, and only the final grade will be included in the GPA. Only grades A through F are included in the cumulative GPA (CGPA) calculation. A minimum CGPA of 2.0/4.0 is required to earn a diploma.

EXAM PROCEDURES

During exam days, the follows procedures are required for students:

- At the start of the class session, cell phones must be silenced or turned off and placed in the

instructor-designate space. Students may retrieve their phones once the class is dismissed.

- No items should be on or under the desk, unless provided by instructor.
- No headphones/ear buds are allowed.
- Backpacks and/or bags must be placed at the front of the classroom.

Instructors have the right to modify exam procedures.

LEAVES OF ABSENCE

Students can interrupt their educational program at Northwest Suburban College for a Leave of Absence (LOA) for up to six months. A LOA is a temporary interruption in a student's program of study during which the student is considered to be enrolled. NWSC permits students to request a LOA as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, serious health conditions of the student or spouse, child, or parent; birth of a child; jury duty; or military obligations. In order for the student to be granted an LOA, (s)he must submit a completed, signed, and dated Leave of Absence Form to the Associate Dean of Academic & Student Affairs.

An LOA cannot exceed 180 days in any 12-month period or it may have a serious impact on a student's financial aid. Federal educational loan regulations state that when a student borrower ceases to be enrolled at least half-time for 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes. Any student considering requesting a leave of absence should consult with the Financial Aid Office to determine how their financial aid will be affected.

The College may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence. A student who is approved for a leave of absence after receiving financial aid for the semester may be required to return a portion of the aid previously received. At that point, the school is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. These calculations are based on the time the student was enrolled. The percentage of the semester the student completed is the percentage of aid the student can keep. The percentage of the semester the student did not complete is the percentage of aid that must be returned. Once a student completes 60% of the semester, the student has earned 100% of the aid they received for that semester.

Students should note that a LOA may affect their program completion time. Reasons include, but are not limited to, the following:

- Students returning from a LOA are not guaranteed that the course required to maintain the normal progress in the program will be available at the time of reentry.
- Students may have to wait for the appropriate course to be offered.

Students requiring extended leave must consult the Assistant Dean. Failure to return from an LOA on or before the date indicated in the written request may result in termination from the program, and the institution will invoke the cancellation/refund policy. As required by state regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the refund amount.

LEAVE FOR CONTINUED EDUCATION (LCE):

If the college administration decides to postpone a course or module start-date by more than 5 days due to unavoidable reasons, actively enrolled students will be given a scheduled break and placed on Leave for Continued Education ("LCE") enrollment status. The graduation date of any student on LCE may be delayed by the number of days the student remains placed on LCE. Any disbursement of Federal Financial Aid for such a student will also be delayed by the number of days the student was placed on LCE.

For students in the college's Allied Health Sciences programs, there may be occasions when a student has completed all applicable didactic course work but is required to wait for appropriate externship openings. If this wait is for more than 15 days, the impacted student will be placed on LCE until that student is placed at an externship site.

EXTERNSHIPS

Certain programs at Northwest Suburban College require that students complete off-campus clinical training experience. Students will be provided with externship site information upon successful completion of the didactic program requirements. Clinical externship documents will be provided by NWSC to the student and will stipulate guidelines and procedures, including qualifications, attendance requirements, and site assessments procedures.

Students shall note clinical externships are non-paid training experiences with affiliated sites. Most sites conduct business during day hours only; therefore, all students are hereby advised that the externship experience may be conducted only during day business hours. The hours for the externship can vary and are determined by the externship site, not by the College. Students are required to make appropriate arrangements for participation in the externship, including employment schedule conflicts, childcare, and transportation.

COMMUNITY ENGAGEMENT

Aligned with NWSC's motto of "service, excellence, and compassion," students are asked to participate in community engagement events coordinated by the College, such as field trips to museums, volunteering for not-for-profit causes, and providing community health screenings. Events may take place during the course timings, and in such cases, attendance will be noted. Students are required to make appropriate arrangements for participation in the community engagement event, including transportation.

ACADEMIC RECORDS**COURSE SYLLABI**

The syllabus for each course is distributed by the instructor during the first week of class. The syllabus includes outlines related to goals, learning objectives, instructional methods, course criteria, attendance, and the grading policy.

COURSE NUMBERING

Northwest Suburban College's course numbering system uses an alphabetic discipline code followed by a numeric course number.

The alphabetic prefix is the subject identifier while the three-digit code indicates the relative difficulty of the course (the higher the number, the more advanced the course).

Introductory courses in core curricula (100-199) generally do not have prerequisites. Intermediate courses (200-299) build on skill sets from introductory courses and generally have prerequisites. Generally, courses within the 100- and 200-range are associate-level course.

Courses below 100-level are considered remedial courses and are not applied toward credit hours required for completion of the degree programs.

| School | Discipline | Courses | |
|----------------------------------|------------------------------|---------|--|
| | | Prefix | Area |
| School of Allied Health Sciences | Dental Assistant | DA | Dental Assistant |
| | Medical Assistant | MA | Medical Assistant |
| | Pharmacy Technician | PhT | Pharmacy Technician |
| | Continuing Education | CE | Includes Phlebotomy, OSHA, HIPAA & CPR |
| Gen. Ed. Courses | Humanities & Fine Arts | HUM | Humanities |
| | | FA | Fine Arts |
| | Language & Literacy | ENG | English |
| | | FL | Foreign Language |
| | Mathematics & Finance | ACCT | Accounting |
| | | FIN | Finance |
| | | MTH | Mathematics |
| | Social & Behavioral Sciences | HIS | History |
| | | MKTG | Marketing |
| | | PSY | Psychology |
| | | SOC | Sociology |
| | Information Technology | IT | Information Technology |
| School of Basic Sciences | Biological Sciences | BIO | Biology |
| | Physical Sciences | CHEM | Chemistry |
| | | PHYS | Physics |
| | Research & Development | RES | Research |
| | | DEV | Development |

COURSE GRADING

Grades are awarded to students based on academic performance and attendance in each class. Grading requirements are specified by the instructor in each course's syllabus. Degree program courses are evaluated using a letter grade system. Certificate program courses are evaluated using a percentage-based system with a corresponding letter grade. The following grading scale will be used to assess each student's performance, in graded courses:

| Grade | Grade Percentage | Grade Description | Grade Points | Credits Earned (per credit) |
|-------|------------------|-------------------|--------------|-----------------------------|
| A | 100-90 | Excellent | 4 | 1 |
| B | 89-80 | Good | 3 | 1 |
| C | 79-70 | Average | 2 | 1 |
| D | 69-60 | Poor | 1 | 1 |
| F | 59 or Below | Failure | 0 | 0 |

In addition to the above evaluations of academic performance, the following designations will be used to identify the outcome of any course in may be listed for courses. No Grade Points are earned for these grades.

| Grade | Grade Description | Application | Credits Earned (per credit) |
|-------|---------------------------|---|-----------------------------|
| P | Pass | Used to designate passing performance in courses designated as eligible for Pass/Fail grading in the academic catalog. A student must identify their desire for Pass/Fail grading at the time of registration. | 1 |
| I | Incomplete | Students not completing specific course requirements and/or the Final Exam may be assigned an "I" grade by the instructor. There will be a written explanation of the work to be completed. To convert an "I" grade to a letter grade, a student must complete all requirements by the end of the following term. If the student fails to do so, an "I" will automatically convert into an "F" grade. | 0 |
| R | Repeat | Students may repeat courses in which a D or F was earned. Upon successful completion, the prior grade will convert to an R. Any credits granted for that course will be removed, and it will not be included in GPA calculations. | 0 |
| W | Withdrawal | Student withdrawal from a course after the last date to drop (generally 10 days after the start of the term) but before the last day to withdraw. | 0 |
| AW | Administrative Withdrawal | Student removal from a course or program due to failure to comply with College policies or dismissal. | 0 |

The last day to drop is generally the 10th day of the term, and the last day to withdraw is Friday of the ninth week of the term for trimester courses. Withdrawal after the drop date is not allowed for certificate program courses. If a student withdraws from a course before the last day to drop, the course will not appear on the student's transcript. All courses appearing on the transcript with a grade or designation described here are considered attempted credits.

GRADE CHANGES

In matters relating to grades, the instructor's judgment is typically considered final and conclusive. Students may appeal the professional judgment exercised by the instructor if there was an error in the application of grading procedures, as outlined in the course syllabus.

To appeal, students must follow the College's policy on grievances. They should provide a dated, written statement with the reason/proof of error within fourteen (14) days of the final grades due date (See Academic Calendar.). The instructor will assess the situation and determine an appropriate resolution. Should the instructor decide to change the grade, he or she has until the end of the current term to submit the student's written statement and written resolution to the Dean of Academic Affairs.

TRANSCRIPT OF ACADEMIC RECORD

Only upon written request from the student to the Registrar, a copy of the official transcript is issued. The first copy is free, but for each subsequent request, a fee of \$25.00 will be charged.

UNDERGRADUATE STUDIES**ACADEMIC CALENDAR**

Below is a list of federal holidays for the 2016-2018 terms. In cooperation with the instructor, missed course hours must be made up prior to completion of the term.

*Please note that classes are regularly scheduled on Constitution Day, but the College will host Constitution Day events on campus.

**Eid holidays are estimated dates and may change.

| SUMMER 2017 | | | |
|--------------------------|-----------------------|--------------------|--------------------|
| | | Syllabus Due | Monday, March 20 |
| Registration Begins | Monday, March 27 | | |
| SUMMER Classes Begin | Monday, May 1 | | |
| Last Date to Add Course | Monday, May 8 | | |
| Last Date to Drop Course | Friday, May 12 | | |
| Memorial Day | Monday, May 29 | | |
| Midterm Week Begins | Monday, June 19 | Midterm Grades Due | Monday, June 26 |
| Eid al-Fitr** | Monday, June 26 | | |
| Independence Day | Tuesday, July 4 | | |
| Last Day to Withdraw (W) | Friday, July 7 | | |
| Graduation Packet Due | Friday, July 7 | | |
| Finals Week Begins | Monday, August 14 | | |
| Last Day of Term | Saturday, August 19 | Final Grades Due | Friday, August 25 |
| FALL 2017 | | | |
| | | Syllabus Due | Monday, July 24 |
| Registration Begins | Monday, July 31 | | |
| Eid al-Adha** | Friday, September 1 | | |
| FALL Classes Begin | Tuesday, September 5 | | |
| Last Date to Add Course | Monday, September 11 | | |
| Last Date to Drop Course | Friday, September 15 | | |
| Constitution Day* | Monday, September 18 | | |
| Midterm Week Begins | Monday, October 23 | Midterm Grades Due | Monday, Oct. 30 |
| Last Day to Withdraw (W) | Friday, November 10 | | |
| Graduation Packet Due | Friday, November 10 | | |
| Thanksgiving Day | Thursday, November 23 | | |
| Finals Week Begins | Monday, December 11 | | |
| Last Day of Term | Monday, December 18 | Final Grades Due | Saturday., Dec. 23 |

| WINTER/SPRING 2018 | | | |
|-----------------------------|-----------------------|--------------------|---------------------|
| | | Syllabus Due | Monday, Nov. 20 |
| Registration Begins | Monday, November 27 | | |
| WINTER Classes Begin | Tuesday, January 2 | | |
| Last Date to Add Course | Monday, January 8 | | |
| Last Date to Drop Course | Friday, January 12 | | |
| Martin Luther King, Jr. Day | Monday, January 15 | | |
| Midterm Week Begins | Monday, February 19 | Midterm Grades Due | Monday, Feb. 26 |
| Last Day to Withdraw (W) | Friday, March 9 | | |
| Graduation Packet Due | Friday, March 9 | | |
| Finals Week Begins | Monday, April 9 | | |
| Last Day of Term | Monday, April 16 | Final Grades Due | Saturday, April 21 |
| SUMMER 2018 | | | |
| | | Syllabus Due | Monday, March 19 |
| Registration Begins | Monday, March 26 | | |
| SUMMER Classes Begin | Monday, April 30 | | |
| Last Date to Add Course | Monday, May 7 | | |
| Last Date to Drop Course | Friday, May 11 | | |
| Memorial Day | Monday, May 28 | | |
| Eid al-Fitr** | Friday, June 15 | | |
| Midterm Week Begins | Monday, June 18 | Midterm Grades Due | Monday, June 25 |
| Independence Day | Wednesday, July 4 | | |
| Last Day to Withdraw (W) | Friday, July 6 | | |
| Graduation Packet Due | Friday, July 6 | | |
| Finals Week Begins | Monday, August 6 | | |
| Last Day of Term | Monday, August 13 | Final Grades Due | Saturday, August 18 |
| FALL 2018 | | | |
| | | Syllabus Due | Monday, July 09 |
| Registration Begins | Monday, July 16 | | |
| Eid al-Adha** | Monday, August 20 | | |
| FALL Classes Begin | Tuesday, September 4 | | |
| Last Date to Add Course | Tuesday, September 11 | | |
| Last Date to Drop Course | Friday, September 14 | | |
| Constitution Day* | Monday, September 17 | | |
| Midterm Week Begins | Monday, October 22 | Midterm Grades Due | Monday, Oct.30 |
| Last Day to Withdraw (W) | Friday, November 9 | | |
| Graduation Packet Due | Friday, November 9 | | |
| Thanksgiving Day | Thursday, November 22 | | |
| Finals Week Begins | Monday, December 10 | | |
| Last Day of Term | Monday, December 17 | Final Grades Due | Saturday., Dec.22 |

DOMESTIC ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Northwest Suburban College (NWSC) has a rolling admission policy. Please note the following requirements are for general entrance to the College. Admission to a specific program may require fulfilling its own entrance criteria.

Degrees and certificates are issued upon completion of all requirements, including externship and supervised learning hours where applicable, with a cumulative grade point average of 2.0/4.0, unless otherwise noted.

All applicants must submit:

- High school diploma, GED or Equivalent
- Minimum high school CGPA of 2.5/4.0 or minimum college transfer CGPA of 2.75/4.00
 - Provisional acceptance may be provided to students who do not meet this requirement. Contact the Admissions Representative for more information.
- Proof of vaccination from measles, mumps, rubella, diphtheria, and tetanus or documented exemption

DEGREE PROGRAM ADDITIONAL ADMISSION REQUIREMENTS

Applicants for degree programs should also submit:

- An ACT or SAT score, either as an official report or through an official high school transcript
- Score reports for high school advanced placement (AP) courses
 - These may qualify for college credit upon receipt of the official AP exam report indicating a score of 4 or higher.

COOPERATIVE PROGRAM ADMISSION REQUIREMENTS

Students in the Cooperative Programs will be evaluated for program acceptance upon completion of three consecutive trimesters at NWSC. Students who have maintained the minimum CGPA in NWSC's undergraduate program may qualify for admission to the cooperative university's medical program.

ADMISSION PROCEDURE

- Meet with an Admissions Representative for information about the program.
- Complete the NWSC Application for Admission and submit the application fee.
 - Applications are available in the NWSC Admissions Office or on the College website (www.nwsc.edu).
- Request your official high school or GED (General Education Development) transcript be sent directly from the school to:

Northwest Suburban College
5999 S. New Wilke Road, Building 5
Rolling Meadows, IL 60008

 - At the time of enrollment, students may provide an unofficial copy of the high school or GED transcript. However, students must submit the official transcript to the College prior to completion of the first term (for undergraduate program) or course (certificate programs) or the deadline designated by the Admissions Representative. Failure to do so will result in Administrative Withdrawal from the program.
 - Please note that transcripts will be retained for seven years from the date of receipt for applicants who do not subsequently enroll.
- Submit proof of immunity detailing the month, day, and year of vaccine receipt for, at a minimum, measles, mumps, rubella, diphtheria, and tetanus.
 - For acceptable documentation and exemptions, see College Policies, Vaccinations.
- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date.

RETURNING STUDENT PROCEDURE

- Comply with all requirements for readmission defined at the time of initial program withdrawal.
- Interview with the Director of the School.
- Attend the Student Orientation on the scheduled date.

TRANSFER STUDENT ADMISSION PROCEDURE

- Follow the general admissions procedure.
- At the time of application, students may provide an unofficial copy of college transcripts. Students must submit the official transcripts to the College prior to enrollment in order for courses to be officially transferred.



INTERNATIONAL ADMISSIONS

Northwest Suburban College (NWSC) has SEVP approval to offer F-1 student visas for qualifying students interested in language & undergraduate programs. Currently, international students are eligible to apply for the Associate of Science in Biology program.

NWSC has a rolling admission policy. Please note the following requirements are for general entrance to the College. Admission to a specific program may require fulfilling its own entrance criteria.

Degrees are issued upon completion of all requirements, including externships where applicable, with a cumulative grade point average (CGPA) of 2.0/4.0, unless otherwise noted.

INTERNATIONAL ADMISSION REQUIREMENTS & STEPS

International students seeking admission to NWSC are encouraged to apply at least 3 months in advance of the proposed admission date. NWSC trimester start dates occur in September, January, and May.

- Submit a completed Admissions Application with International Student Application Fee (if applicable). Applications can be downloaded & returned or completed on the College website (www.nwsc.edu). It is very important you provide exact, detailed information in your application. Students who have not completed a 12-year high school are not eligible for admission.
- Students who have not yet started any college courses are to submit their high school/10+2 transcript, and students who have completed any college credits are to submit any/all college transcripts. Foreign transcripts must be evaluated at the student's expense by an outside agency, or if an exception is made by the Dean of Academic Affairs. Transcripts should be mailed to:

International Student Admissions
5999 S. New Wilke Road, Building 5
Rolling Meadows, IL 60008-4504
United States of America

- Payments may be made in the form of a money order or check (sent with the application) or credit card payment.
- Submit an official copy of your TOEFL score, if available. Students who have not completed the TOEFL exam will be tested on their language abilities and may be required to complete remedial language courses.
- Submit a color copy of your passport.

- Submit the Personal Statement. This typed, one-page, single spaced document should reflect on why you are interested in pursuing your education at NWSC as well as your future personal and professional goals. Additionally, students may use this opportunity to address any items relevant to college admissions.
- Submit two letters of recommendation (academic in nature).
- Submit proof of funds. Students must submit financial evidence that you/your spouse/your parents have sufficient funds to cover tuition and living expenses for, at a minimum, one academic year (two trimesters) of education at NWSC. Acceptable document include tax documents, original bank records, and/or statements.
- Set up payment arrangements with the NWSC Accounts Office.
 - Upon enrollment, international students are required to submit payment of two trimesters.
- Attend the Student Orientation on the scheduled date.

NWSC will review your application and notify you of the admissions decision within 30 days of receiving your completed application and supporting materials. Please note that all application materials will be retained for seven years from the date of receipt for applicants who do not subsequently enroll.

ACCEPTED INTERNATIONAL STUDENTS: NEXT STEPS

Accepted students will receive the acceptance letter as well as the signed Form I-20 required for obtaining an F-1 student visa. Once you receive the official notification from NWSC, a College representative will create a SEVIS Record on your behalf. (This information will match you Admissions Application information).

1. NWSC will send you the Acceptance Letter along with the Form I-20 signed by the Designated School Official (DSO).
2. Pay the SEVIS I-901 fee prior to applying for a student visa, applying for student status at a point-of-entry, or apply for change of status within the United States. *Be sure to save a copy of the receipt.*
 - Pay online: <http://www.fmjfee.com>
 - Western Union using the Western Union quickpay option to remit payment
 - Check or money order mailed to SEVP
3. Apply for an F-1 visa with your local U.S. consulate or embassy. Refer to <http://usembassy.state.gov/> for more information, including how to apply and setting up an interview appointment.
4. Once you are scheduled for a visa interview with your local U.S. consulate or embassy, you must bring several items with you to the interview, including:
 - The signed Form I-20 issues to you by Northwest Suburban College
 - A completed application Form DS-156, together with Form DS-158. Both forms must be

completed and signed.

- A passport valid for at least 6 months after the proposed date of entry into the U.S.
 - One (1) 2x2 photograph
 - The fee receipt to show payment of the visa application
 - The fee receipt to show payment of the visa issuance fee, if applicable
 - The fee receipt showing payment of SEVIS I-901
 - All transcripts and diplomas from previous institutions attended
 - Financial evidence showing that you or your sponsor has sufficient funds to cover tuition and living expenses during the period of intended study (for example, tax documents; original bank records and/or statements; if business owner: business registration, licenses, tax documents, original bank records and/or statements)
 - Applicants with dependents must also provide proof of relationship to their spouse and/or children (for example, marriage and birth certificates)
5. Once approved, notify your NWSC Contact and bring the required documents needed for the visa interview (listed in Step 5 above) to the airport to show the U.S. Customs and Boarder Protection (CBP) Officers.

Your NWSC Contact will periodically contact you through email for updates. You are required to report Northwest Suburban College within 30 days of the program's start date (listed on your Form I-20).

EVALUATION OF TRANSFER CREDIT

If a student transfers to Northwest Suburban College from another institution, the transfer credits accepted by the university will count as total semester credits attempted and total semester credits completed. The grades from such credits will not be included in the calculation of minimum cumulative GPA or final GPA.

The evaluation of transfer credits is based on an evaluation of transcripts, assessment of course equivalency including content, articulation agreements (if applicable), and the accreditation status of the awarding institution. Because of the individuality of each course, careful consideration is made when transferring credits to the College's program in order to ensure that the course content meets the high standards of the College and is aligned with the program objectives.

The College considers granting transfer credit for the following:

- College level courses taken from another institution with Department of Education recognized accreditation in the United States.
- Foreign transcripts evaluated at the student's expense by an outside agency designated by the University.
- Credits from proficiency examinations such as Advanced Placement exams and the College Level Examination program (CLEP).

Transfer credits will be applied to the requirements of a degree program if students complete their residency requirement and the remaining coursework in their major and minor fields of study.

Northwest Suburban College's certificate programs are designed to accomplish pertinent course content into modules, and each module may address several important aspects. The College does not break down modules into separate credits, and due to the amalgamated nature of the modules, it cannot confidently ensure that students have accomplished all objectives through transferred credits. Hence, the College does not accept transfer credits for certificate programs.

PROCESS FOR CREDIT EVALUATION

Students may request credit transfer by requesting evaluation of their transcripts or test results by the Admissions Committee. The request should be initiated by contacting the registrar's office who will inform the student of the necessary documentation, and inform the Admissions Committee of the request.

STANDARDS FOR CREDIT EVALUATION

The Admissions Committee will determine transferrable credits, based on:

- **Course Descriptions:** The Committee will determine if: (1) a course satisfies the learning objectives of an equivalent College course, (2) a course satisfies substantively similar learning objectives to a non-equivalent course and it is appropriate to allow the course to substitute for the College course, or (3) it is appropriate to allow the course to transfer as a general elective.
- **Course Grades:** College level courses in which a student has earned a B grade or higher taken at regionally accredited or state approved institutions of higher learning in the United States. A numeric average of 80 percent or better is required for schools not using a traditional grading scale (though infrequent, exceptions may be made by the Dean of Academic Affairs for courses with grades of C or higher).
- **Course Accreditation:** The committee will give weight to the rigor of the institutional or programmatic accreditation of a course applied for transfer in making a determination of transferability. Only courses deriving accredited status from a Department of Education recognized accreditor will be considered for transfer (unless meeting the separate requirements for foreign credits).
- **Credit Differences:** Transfer courses with credits that are greater than the NWSC equivalent course will be given the NWSC course credit amount. Transfer courses with credits that are less than the NWSC equivalent course will be given the transfer credit amount.
- **Age of Credits:** Credits for transfer courses completed more than 10 years before the time of admission may be denied.
- **Foreign Credits:** Foreign transcripts must be evaluated at the student's expense by an outside agency. The results of such review will be considered along with other factors in a decision to award transfer credit.
- **Test Results:** The Admissions Committee shall develop standards for acceptance of credit by approved examination, including acceptable subjects equivalent to College courses and required minimum test scores.

The Admissions Committee will determine what courses are potentially transferrable, and how much credit may be awarded for those credits.

APPLICATION OF CREDIT TRANSFER

Transfer credits will be applied to the degree program requirements if the student successfully completes the remaining coursework in his/her degree program.

NWSC may transfer up to 23 credit hours (out of 64 credit hours) for the associate degree program. No credit for the coursework completed at another institution will be applied if the same or an equivalent course is taken at Northwest Suburban College. Credits taken at another institution while enrolled at Northwest Suburban College may not be transferred to NWSC's curriculum; student are encouraged to consult with their advisor.

GENERAL EDUCATION COURSES

NWSC's general education courses follow the Illinois Articulation Initiative (IAI) guidelines and provide students with requisites to our Associate of Science in Biology and Certificate Programs, such as Medical Assistant (MA), Dental Assistant (DA), and Pharmacy Technician (PhT). The general education components include a total of 37 credit hours for the Associate degree:

- Communications: 9 credit hours
- Humanities & Fine Arts: 6- 9 credit hours
- Physical & Life Sciences: 7-18 credit hours (One lab course from either life or physical sciences)
- Mathematics: 3-6 credit hours
- Social and Behavioral Sciences: 6- 9 credit hours

Students must complete one course on human diversity (state required) from the IAI website (www.itransfer.org). Students must complete one course from each of physical and life sciences and one course must include a laboratory. One course must be chosen from each area of the humanities and fine arts group. Courses from the social and behavioral group must be chosen from at least two subject areas.

The general education component is designed to provide students with a solid foundation by exposing them to different areas of studies. In addition to strengthening effective communication and critical thinking skills, courses offer greater insight to students choosing their lifelong careers. Moreover, as requisites for graduation from the undergraduate program, these courses include students from a variety of backgrounds, thereby providing a real-world, diverse interactive experience. Hence, upon completion of the general education components, the student should:

- develop a range of interests and communicate these curiosities through critical inquiry and problem solving;
- identify civic and community involvement;
- understand diverse perspectives by communicating an appreciation of differences and its impact on personal and professional lives; and
- utilize learning skills gained to actively pursue knowledge and apply new information and skills in interdisciplinary approaches.

Students may choose from the following:

| Area | Min. Required Credits | NWSC Course |
|---|-----------------------------|--|
| Communications Students must complete a minimum of two writing courses. ENG 202 is cross listed with Fine Arts FA 202. | 6 | ENG 101/ English Language & Composition I ENG 102/ English Language & Composition II ENG 202/ FA 202 Fundamentals of Speech Communication |
| Humanities & Fine Arts One course must be chosen from humanities group and one course from the fine arts group. * HUM 203 is an interdisciplinary course that satisfies either humanities or fine arts areas. FA 202 is cross listed with ENG 202 | 6 | Humanities HUM 201/ World Religions HUM 202/ World Civilizations HUM 203/ Humanities Appreciation* HUM 205/ Introduction to Ethics Fine Arts FA 102/Music Appreciation FA 103/Religion in Architecture FA 202/ Fundamentals of Speech Communication HUM 203/ Humanities Appreciation* |
| Mathematics Student may take one of the three mathematics courses. | 4 | MTH 121/ College Algebra/ Pre-Calculus MTH 122/ Calculus MTH 201/Statistics |
| Physical & Life Sciences Students must complete one course each from Life & Physical Sciences; one must include a laboratory | 4-18 | Life BIO 101/Principles of Biology Physical BIO 206/Bioethics CHEM 101/General Chemistry I PHYS 201/General Physics I |
| Social & Behavioral Sciences One course must be chosen from this category. | 3-9 | Behavioral PSY 101/ Principles of Psychology Social HIS 120/ U.S. History & Government SOC 101/ Principles of Sociology I |

ASSOCIATE OF SCIENCE IN BIOLOGY

NWSC is committed to preparing its students for advancements and growth in the sciences through degree studies. The College offers an Associate of Science in Biology in which students explore and understand the concepts and fundamentals of living organisms. Topics covered include, but are not limited to, cell and molecular biology, evolutionary biology, environmental biology, genetics, microbiology, and health sciences. In addition, students may seek an accelerated biology curriculum as preparation for MCAT exam or for admission to an affiliated institution's MD program.

The Associate of Science in Biology Program provides the basic foundation in the study of biology as it relates to human health and medicine, and is designed to be completed in four to five trimesters (16-20 months). During this time, students will complete the required general education and core courses, which focus on natural and biological sciences. Students maintain a health science focus and take related elective courses such as Human Anatomy & Physiology, Health and Wellness and Healthcare Management. Upon successful completion of all requirements, students are awarded an Associate of Science in Biology.

Students following this track may receive this degree as their terminal degree and seek employment after graduating.

REQUIREMENTS FOR GRADUATION

- Complete a minimum of 64 credit hours. Total general education credit hours from Communications, Mathematics, Humanities, Fine Arts, Social and Behavioral Sciences are 19. Eighteen credit hours of general education courses from Life and Physical Sciences are included in the discipline specific required courses. These courses include BIO 101, BIO 206, CHEM 101 and PHYS 201.
- The total credit hours for discipline specific courses are 45. .
- In order to obtain a degree from NWSC, transfer students from other accredited colleges must complete, at a minimum, the last 12 credit hours of required coursework at NWSC.
- Maintain a minimum CGPA of 2.0/4.0.

PROGRAM OBJECTIVES

Upon completion of the associate of science in biology program, the graduate should:

- Understand how biology in particular, and science in general, relates to human health.
- Become conscious of social problems relevant to the life sciences.
- Demonstrate a broad knowledge of general areas of biology and the fundamentals of living organisms, including evolution, diversity, ecology, cell and molecular biology, microbiology, embryology, genetics, and the ability to apply this knowledge to address new questions focusing on human health.
- Understand the scientific method, and appreciate the role and value of laboratory and clinical research.
- Appreciate the use of science as a way of thinking and problem-solving, (i.e., make key observations, ask questions, formulate hypotheses, design experiments, collect and analyze data, draw logical conclusions, and explain and defend those conclusions to others).
- Demonstrate the ability to critically search, read, and evaluate primary literature.
- Develop effective written and verbal communication skills, and acquire the skills needed for professional employment

OCCUPATIONAL OBJECTIVES

While this program provides the foundation for those interested in pursuing advanced degrees in biology, graduates are prepared to work in entry-level positions as laboratory technicians or assistants in medical offices, hospitals, or research facilities including some areas such as human genetics analysis and screening for genetic diseases.

PROGRAM OF STUDY

Courses identified in the table below are required courses, including both general education and core courses. Possible elective courses are also included, but students are encouraged to contact the student advisor for an updated list of courses and their application in general education versus core course requirements.

Table 1. Requirements for an Associate of Science in Biology

| Area | Min. Credit Hrs | Course Code | Course Name | Course Credit Hrs | General Education |
|--------------------------------------|-----------------------|---|--|-------------------------|----------------------|
| Communications | 6 | ENG 101 | English Language and Composition I | 3 | ✓ |
| | | ENG 102 | English Language and Composition II | 3 | ✓ |
| | | ENG 202 | Fundamentals of Speech Comm. | 3 | ✓ |
| | | | | | |
| Mathematics | 4 | MTH 121 | College Algebra/Pre-Calculus | 4 | ✓ |
| | | MTH 122 | Calculus | 4 | ✓ |
| | | | | | |
| Humanities & Fine Arts | 6 | <i>HUM Elective Options:</i> | HUM 201/ World Religions (3) HUM 202/ World Civilization (3) HUM 203/ Humanities Apprec. (3) HUM 205/ Intro to Ethics (3) | 3 | ✓ |
| | | <i>FA Elective Options:</i> | FA 102/ Music Appreciation (3) FA 202/ Speech Communication(3) HUM 203/ Humanities Apprec. (3) | 3 | ✓ |
| | | | | | |
| Social and Behavioral Sciences | 3 | PSY 101 | Principles of Psychology | 3 | ✓ |
| | | <i>SOC or HIS Elective Options:</i> | HIS 101/ Middle Eastern History I (3) HIS 120/ U.S. History & Gov. (3) SOC 101/ Prin. of Sociology I (3) | | ✓ |
| | | | | | |
| Core | 45 | BIO 101 | Principles of Biology | 5 | ✓ |
| | | BIO 102 | Cellular & Molecular Biology | 5 | |
| | | BIO 201 | Human Anatomy and Physiology I | 4 | |
| | | BIO 206 | Bioethics | 4 | ✓ |
| | | BIO 210 | Genetics | 4 | |
| | | BIO 220 | Introduction to Microbiology | 3 | |
| | | BIO 255 | Introduction to Biotechnology I | 3 | |
| | | CHEM 101 | General Chemistry I | 5 | ✓ |
| | | PHYS 201 | General Physics I | 4 | ✓ |
| | | HS 200 | Introduction to Healthcare | 2 | |
| | | HS 220 | Health and Wellness | 3 | |
| | | RES 299 | Externship | 3 | |
| Total | | | | 64 | |

Table 2. Suggested Plan of Study for Associate of Science in Biology, with Healthcare/Biomedical Technology Electives

| Trimester | Course Code | Course Title | Credits |
|---------------------------|---------------|-----------------------------------|-----------|
| 1 st Trimester | BIO 101 | Principles of Biology | 5 |
| | ENG 101 | English Language & Composition I | 3 |
| | HUM | Humanities Elective | 3 |
| | MTH 121 | College Algebra/Pre-Calculus | 4 |
| | | | 15 |
| 2 nd Trimester | BIO 102 | Cellular & Molecular Biology | 5 |
| | ENG 102 | English Language & Composition II | 3 |
| | PSY 102 | Principles of Psychology | 3 |
| | CHEM 101 | General Chemistry I | 5 |
| | HS 200 | Introduction to Healthcare | 2 |
| | | | 18 |
| 3 rd Trimester | BIO 201 | Human anatomy and Physiology I | 4 |
| | BIO 210 | Genetics | 4 |
| | ENG 202/FA202 | Fundamentals of Speech Comm | 3 |
| | PHYS 201 | General Physics | 4 |
| | | | 15 |
| 4 th Trimester | BIO 206 | Bioethics | 4 |
| | BIO 220 | Intro to Microbiology | 3 |
| | BIO 255 | Intro to Biotechnology | 3 |
| | HS 220 | Health & Wellness | 3 |
| | RES 399 | Externship | 3 |
| | | | 16 |
| | | Total Credit Hours | 64 |

COOPERATIVE PROGRAM

NWSC's unique Cooperative Program with multiple medical schools in the Caribbean allows students enrolled in the Associate of Science in Biology, with Pre-Medicine electives to complete their undergraduate degree and obtain direct admission to a cooperative medical school, without requiring the Medical College Admission Test (MCAT) for entry.

The track necessitates successful completion of additional courses through a set program.



Students will be able to complete an Associate of Science from NWSC and a Medical Degree from an affiliated school. Currently, NWSC's cooperative medical schools include Avalon University School of Medicine, American University of Antigua, and Windsor University School of Medicine.

Upon successful completion of NWSC's programs, students are awarded an Associate of Science degree and, dependent on the GPA, may qualify for direct admission to Avalon University School of Medicine, American University of Antigua, or Windsor University School of Medicine (described further under Articulation Agreements, below).

ADMISSION

- Upon acceptance to NWSC's Associate of Science in Biology, Pre-Medicine Concentration Program and completion of 50 credit hours, interested students may complete NWSC's Dual-Degree Programs Application and submit it to their advisors.
- Students must have a minimum cumulative GPA of 3.0 to be accepted to the cooperative program.

ARTICULATION AGREEMENTS

In an effort to facilitate the successful transfer of undergraduate credits from Northwest Suburban College to other institutions for the purposes of advanced studies, NWSC has developed articulation agreements with medical schools. The first agreement was made with Avalon University School of Medicine (AUSOM). According to the Affiliation Agreement developed in June 2012, NWSC and AUSOM will cooperatively work to provide opportunities to qualified and motivated graduates of NWSC's Associate of Science in Biology program. Students who are interested in pursuing a career in medicine and who have met the graduation requirements, with a graduating cumulative grade point average (CGPA) of 3.0/4.0 and successful completion of 90 credit hours, may be given direct admission to Avalon University's MD Program.

The second and third affiliated institutions are American University of Antigua (AUA) (developed in October 2015) and Windsor University School of Medicine (WU) (developed in May 2016). According to the Affiliation Agreements, upon successful completion of the NWSC pre-professional requirements (90-104 credits) with a minimum CGPA of 3.25/4.00, students will be conditionally accepted to complete a one year defined curriculum at the cooperative institution. For more information on program requirements, refer to the Cooperative Programs section.

Please note that while NWSC will assist the students in transferring to other institutions, it does not guarantee the transferability of credits and certificates to another school, college, or university. Any such decision is made by the receiving institution; hence, students are encouraged to contact the institution to which they are seeking to transfer.

BACHELOR OF SCIENCE IN BIOLOGY

Designed to be completed in seven trimesters (28 months) or eight trimesters (32 months), the Bachelor of Science in Biology Program requires successful completion of a minimum 120 credit hours in both general education and core courses. Students may inquire with their student advisors about concentrations in areas such as healthcare and pre-medicine. Upon successful completion of all program requirements, students will be awarded a Bachelor of Science in Biology. These students may choose to enter the workforce, a graduate school, or a professional school for further studies.

REQUIREMENTS FOR GRADUATION

- Complete a minimum of 120 credit hours (39 general education credit hours, 77 core credit hours, and 4 required credits) in laboratory or clinical healthcare externships.
- Complete a minimum of 42 credit hours of 200- and 300-level.
 - In order to obtain a degree from NWSC, transfer students from other accredited colleges must complete, at a minimum, 60 hours of required coursework at NWSC.
- Maintain a minimum CGPA of 2.0/4.0.

PROGRAM OBJECTIVES

Upon successful completion of the program, the student will be able to demonstrate the following:

- A proficient understanding of how biology in particular, and science in general, relate to our lives, and an application of these principles.
- The need to be conscious of social problems relevant to the life sciences.
- Competency in the areas of biology and living organisms, including evolution, diversity, ecology, cell and molecular biology, microbiology, embryology, and genetics, and the ability to apply this knowledge to address practical applications.
- An understanding and application of the scientific method for and an appreciation of the role and value of research
- The ability to critically search, read, and evaluate primary literature.
- Application of critical thinking and problem-solving skills to effectively approach inquiries within and beyond scientific fields.
- A basic understanding of the behavioral, social, natural sciences.
- Effective written and verbal communication skills.

OCCUPATIONAL OBJECTIVES

The 21st job market is rapidly changing. Advanced degrees with a focus on occupational training are essential to attain well-paying jobs. A BS in Biology provides a breadth of job opportunities, including lab technicians, clinical research assistants, public health inspectors, and health care management specialists, among many others. Human genome analysis, assessment of metabolic and genetic diseases, in addition to targeted medicinal development, are a few examples of the growing areas in the field of biology. Our BS graduates will be equipped with the knowledge and the skills needed for such occupations in the broader area of healthcare.

PROGRAM OF STUDY

Courses identified in the table below are required courses, including both general education and core courses. Possible elective courses are also included, but students are encouraged to contact the student advisor for an updated list of courses and their application in general education versus core course requirements.

Table 3. Requirements for a Bachelor of Science in Biology

| Area | Min. Credit Hrs | Course Code | Course Name | Course Credit Hrs |
|--------------------------------------|--------------------|----------------|-------------------------------------|----------------------|
| Communications | 9 | ENG 101 | English Language and Composition I | 3 |
| | | ENG 102 | English Language and Composition II | 3 |
| | | ENG 202 | Fundamentals of Speech Comm. | 3 |
| | | | | |
| Mathematics | 12 | MTH 121 | College Algebra/Pre-Calculus | 4 |
| | | MTH 122 | Calculus | 4 |
| | | MTH 201 | Statistics | 4 |
| | | | | |
| Humanities & Fine Arts | 9 | HUM 201 | World Religions | 3 |
| | | | <i>Elective</i> | 3 |
| | | | <i>Elective</i> | |
| | | | | |
| Social and Behavioral Sciences | 9 | PSY 101 | Principles of Psychology | 3 |
| | | SOC 101 | Principles of Sociology I | 3 |
| | | | <i>Elective</i> | |
| | | | | |
| Core | 77 | BIO 101 | Principles of Biology | 5 |
| | | BIO 102 | Cellular & Molecular Biology | 5 |
| | | BIO 200 | Evolutionary Biology | 4 |
| | | BIO 210 | Genetics | 4 |
| | | BIO 302 | Molecular Genetics& Biotechnology | 4 |
| | | BIO 303 | Microbiology | 5 |
| | | CHEM 101 | General Chemistry I | 5 |
| | | PHYS 201 | General Physics I | 4 |
| | | PHYS 301 | General Physics II | 4 |
| | | RES 399 | Undergraduate Externship | 3-6 |
| | | | <i>Elective courses</i> | 37-40 |
| | | | <i>Science Elective</i> | |
| | | | <i>Science Elective</i> | |
| | | | <i>Science Elective</i> | |
| | | | <i>Science Elective</i> | |
| | | | <i>Health Science Elective</i> | |
| | | | <i>Health Science Elective</i> | |

| | | | | |
|------------------------|---------|---------|--|-----|
| | | | <i>Health Science Elective</i> | |
| | | | <i>Health Science Elective</i> | |
| Research & Development | 4 | RES 307 | Undergraduate Research Seminar | 2-3 |
| | | | <i>Research & Development Elective</i> | |
| Total | 120-122 | | | |

Table 4. Suggested Plan of Study for Bachelor of Science in Biology with Healthcare Electives

| Trimester | Course Code | Course Title | Credits |
|---------------------------|-------------|--------------------------------------|---------|
| 1 st Trimester | BIO 101 | Principles of Biology | 5 |
| | ENG 101 | English Language & Composition I | 3 |
| | HUM 201 | World Religions | 3 |
| | MTH 121 | College Algebra / Pre-Calculus | 4 |
| | PSY 101 | Principles of Psychology | 3 |
| | | | 18 |
| 2 nd Trimester | BIO 102 | Cellular & Molecular Biology | 5 |
| | ENG 102 | English Language & Composition II | 3 |
| | MTH 122 | Calculus | 4 |
| | PHYS 201 | General Physics I | 4 |
| | SOC 101 | Principles of Sociology I | 3 |
| | | | 19 |
| 3 rd Trimester | BIO 200 | Evolutionary Biology | 4 |
| | CHEM 101 | General Chemistry I | 5 |
| | ENG 202 | Fundamentals of Speech Communication | 3 |
| | BIO 104 | Medical Terminology | 2 |
| | BIO 201 | Human Anatomy & Physiology I | 4 |
| | | | 18 |
| 4 th Trimester | CHEM 102 | General Chemistry II | 5 |
| | BIO 210 | Genetics | 4 |
| | MTH 201 | Statistics (Theme: Biostatistics) | 4 |
| | PHYS 301 | Physics II | 4 |
| | | | 17 |
| 5 th Trimester | BIO 202 | Human Anatomy & Physiology II | 4 |
| | BIO 303 | Microbiology | 5 |
| | CHEM 201 | Organic Chemistry I | 5 |
| | CHEM 321 | Biochemistry I | 4 |
| | | | 18 |
| 6 th Trimester | BIO 302 | Molecular Genetics&Biotechnology | 4 |
| | CHEM 322 | Biochemistry II | 4 |
| | HUM 205 | Introduction to Ethics | 3 |
| | HS 220 | Health and Wellness | 3 |
| | HS 200 | Introduction to Healthcare | 3 |
| | | | 17 |
| 7 th Trimester | HUM 203 | Humanities Appreciation | 3 |

| | | | |
|--|---------|---------------------------|------------|
| | RES 200 | College Seminar | 3 |
| | RES 399 | Undergraduate Externship | 6 |
| | | | 12 |
| | | Total Credit Hours | 120 |

SCHOOL OF ALLIED HEALTH SCIENCES

During the academic year, the School of Allied Health Sciences offers short-term programs depending on the number of enrollments. The time table for session schedules (courses times and classrooms) is available at the Admissions office. The lecture portion of the program lasts from 12 weeks to 24 weeks. Students must successfully complete all required coursework and externships, with a minimum cumulative grade point average of 2.0/4.0 to graduate.

DENTAL ASSISTANT

The Dental Assistant Program is designed for a comprehensive coverage of dental assistant theory and practice in all aspects of clinical and administrative responsibilities. The 720 clock-hour program is designed to be completed on a full-time basis by enrollment in each of the six courses/modules and participate in the 160-hour clinical externship. Students may choose to participate in the externship on a full-time or part-time basis. Upon successful completion of the program, students will earn a Certificate for the Dental Assistant Program and become eligible to appear for dental assistant certification examination such as the one conducted by American Medical Technologies (AMT).

OCCUPATIONAL OBJECTIVE

Graduates are trained to work as dental assistants and may find work in dental offices, clinics, or other dental facilities.



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PROGRAM OBJECTIVES

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a practicing dentist and qualify for the title of Dental Assistant, performing all tasks required in a dental office.
- Demonstrate knowledge of the standards of care chairside assisting; proper use of dental instruments; and in exposing, processing, and monitoring radiographs.
- Demonstrate knowledge of disinfection, sterilization, infection control, handling and disposing of hazardous materials and sharps; mixing techniques of laboratory materials, tray setups, and assistance in chairside restorative procedures.
- Demonstrate the use of instruments and sequential procedures of orthodontic treatments.

PROGRAM OF STUDY

Table 5. Required Courses for Dental Assistant Certificate

| Open Enrollment | Course Code | Course Title | Prerequisites | Clock Hours |
|-----------------|-------------|--------------------------------|----------------------------|-------------|
| ✓ | DA 101 | Administrative Procedures | None | 93.33 |
| x | DA 102 | Dental Sciences | DA 101 or DA 103 or DA 105 | 93.33 |
| ✓ | DA 103 | Dental Radiography | None | 93.33 |
| x | DA 104 | Laboratory Procedures | DA 101 or DA 103 or DA 105 | 93.33 |
| ✓ | DA 105 | Operative Dentistry | None | 93.33 |
| x | DA 106 | Orthodontics and Dental Health | DA 101 or DA 103 or DA 105 | 93.33 |
| x | DA 107 | Externship | DA 101 – DA 106 | 160 |
| | | | Total Hours | 720 |

MEDICAL ASSISTANT

This certificate program provides a well-rounded education for students interested in medical assistance. Students will be trained in the administrative responsibilities of scheduling, greeting, receiving, and screening patients; offering patient education; arranging tests and procedures; updating medical records, coding diagnosis, and procedures for insurance; managing the doctor's office; and ensuring compliance with HIPPA regulations.

Clinical competencies for which the student will be trained include assisting physicians in physical examinations, obtaining medical history and vital signs, venipuncture, collecting and transporting lab specimens, educating patients on prescription medication, administering medication under supervision, handling prescription refills, and performing EKG.

This is an excellent comprehensive program that opens many new avenues of additional training,

building a successful advanced-level career in any area of healthcare. The full-time, 720-hour program includes a 160-hour externship, and students may choose to participate in the externship on a full-time or part-time basis. Upon successful completion of the program, students will earn a Certificate for the Medical Assistant Program. Upon successful completion of the program, students will earn a Certificate for the Medical Assistant Program and become eligible to appear in CMA and AMT certifying examinations as medical assistant.

OCCUPATIONAL OBJECTIVES

Graduates of the Medical Assistant Program are prepared for positions in medical offices, clinics, and other medical settings and may qualify for the following positions: Medical Secretary, Medical Receptionist, Insurance Biller, Ward Clerk, Medical Records Clerk, Phlebotomist, and Clinical Assistant.

PROGRAM OBJECTIVES

Upon completion of the program, the student should be able to:

- Perform duties as a multifunctional member of a healthcare team (Medical Assistant) by providing valuable service and support.
- Develop administrative and clinical competencies required for a rapidly changing environment in a variety of healthcare settings, including but not limited to doctors' offices, laboratories, free standing clinics, and hospitals.
- Join the workforce as a trained multi-skilled professional who can fulfill many roles in a modern-day healthcare environment and allow the training to open a unique opportunity for advancement in any area of healthcare (certificate/degree), professional growth, and personal satisfaction.
- Obtain administrative competencies, clinical skills, and hands-on externship training on the standards and guidelines recommended by the American Association of Medical Assistants.



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PROGRAM OF STUDY

Table 6. Required Courses for Medical Assistant Certificate

| Open Enrollment | Course Code | Course Title | Prerequisites | Clock Hours |
|-----------------|-------------|---|-----------------|-------------|
| ✓ | MA 101 | Healthcare Procedures | None | 93.33 |
| ✓ | MA 102 | Clinical Assisting and Examination Techniques | None | 93.33 |
| ✓ | MA 103 | Diagnostic and Specialty Procedures | None | 93.33 |
| ✓ | MA 104 | Medical Records and Pharmacology | None | 93.33 |
| ✓ | MA 105 | Medical Billing and Insurance Processing | None | 93.33 |
| ✓ | MA 106 | Medical Records and Patient Education | None | 93.33 |
| x | MA 107 | Externship | MA 101 – MA 106 | 160 |
| Total Hours | | | | 720 |

PHARMACY TECHNICIAN

Licensed/registered pharmacy technicians provide valuable assistance to licensed pharmacists and are employed with pharmaceutical companies, clinics, retail pharmacies, hospitals, nursing homes, and home healthcare agencies. A 152-hour, flexible program at NWSC offers didactic classroom instruction that covers various aspects of pharmacy technology. The practical component consists of an externship at a local retail or hospital pharmacy under the supervision of a registered pharmacist. Upon completion of the program, students will earn a Certificate for the Pharmacy Technician Program and will be able to take a national certification examination such as PTCB or ExCPT (NHA). The program prepares them to appear and pass the licensing examinations.



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OCCUPATIONAL OBJECTIVE

Graduates are trained to work as Pharmacy Technicians and may work at pharmaceutical companies, clinics, retail pharmacies, hospitals, nursing homes, and home healthcare agencies.

PROGRAM OBJECTIVES

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a pharmacist and qualify for the title of Pharmacy Technician, Assistant Pharmacist, Lead Pharmacy Technician, or R & D Pharmacy Technician.
- Practice best customer service, communicate effectively, and perform all tasks required in a pharmacy.
- Follow proper infection control procedures relevant to healthcare safety, including hazardous products, waste, and controlled substances.
- Follow standard procedures of ordering, receiving, and storing drugs; operating common equipment; and recognizing the pharmacy technician's general role in the delivery of healthcare.

PROGRAM OF STUDY

TABLE 7. REQUIRED COURSES FOR PHARMACY TECHNICIAN CERTIFICATE

| Open Enrollment | Course Code | Course Title | Prerequisites | Clock Hours |
|-----------------|-------------|---|--------------------|--------------|
| ✓ | PhT 101 | Pharmacy Legislation and Basic Pharmacology | None | 24.0 |
| ✓ | PhT 102 | Medical Preparation and Administration | None | 24.0 |
| ✓ | PhT 103 | Pharmacy Practice | None | 24.0 |
| x | PhT 104 | Externship | PhT 101 – PhT 103 | 80.0 |
| | | | Total Hours | 152.0 |

ALLIED HEALTH SCIENCES PROGRAM FEATURES

EXTERNSHIPS

Certain programs at Northwest Suburban College require that students complete off-campus clinical training experience. Students will be provided with externship site information upon successful completion of the didactic program requirements. Locations are assigned by the Career Service Department and are selected after careful consideration of the student's convenience and available locations. Once a site is selected, students agree to take their externship at that site and no changes will be made.

Students have a maximum of 14 calendar days to start the externship, which may be completed in either part-time status (minimum of 20 hours a week) or full-time status (maximum of 40 hours a week). As with the lecture courses, students who are absent for 25% of the total externship time will be administratively withdrawn (AW) from the course and may not be able to repeat it at the same location. The 14-day grace period and externship experience are included in the student's maximum time frame to complete the program.

Clinical externship documents will be provided by NWSC, and these must be signed by the site physician/supervisor and delivered to the College by the end of each week or end of the externship.

Students are required to abide by the rules, regulations, and procedures of both NWSC and the externship site while completing the clinical experience. Particular attention is to be drawn to the NWSC Code of Conduct and Dress Code. Students are also asked to dress professionally (i.e., cover tattoos and excessive piercings, no hats, etc.) while on site.

Students shall note clinical externships are non-paid training in medical sites. Most employers and externship sites conduct business during day hours only; therefore, all students are hereby advised that the externship experience may be conducted only during day business hours. The hours for the externship can vary and are determined by the externship site, not by the College. Students are required to make appropriate arrangements for participation in the externship, including employment schedule conflicts, childcare, and transportation. If necessary, students are also required to purchase individual liability insurance at their own expense.

CONTINUING EDUCATION

The following courses are offered at NWSC as continuing education classes.

| Course Code | Course Title | Prerequisites | Clock Hours |
|-------------|---|---------------|-------------|
| CE-CPR | The Community CPR Course | None | 6 |
| CE-HIPAA | Understanding HIPAA for Health Care Professionals | None | 7 |
| CE-OSHA | Occupational Safety and Health Act Course for Healthcare professionals. | None | 7 |
| CE-PHL | Phlebotomy | None | 96 |



NWSC COLLEGE CATALOG APPENDICES

NWSC COURSE DESCRIPTIONS

Biological Sciences

BIO 101/Principles of Biology

5 Credit Hours

Prerequisite: None 4 lecture hours + 1 lab hour

This course provides a basic understanding of the biological system. Emphasis is placed on cellular structure and function, classification, genetics, evolution, and more. Biological issues with personal and social implications are discussed to enable students to think critically and make informed decisions. Upon completion of this course, the student will have: learned about life at the molecular and cellular levels, applied the use of the scientific method for investigation of biological problems, learned how to collect and interpret data, gained competence in performing laboratory activities and its presentation with valid conclusions, and developed insight from exposure to scientific principles to make informed decisions concerning biological and other scientific issues with personal and social implications.

BIO 102/Cellular & Molecular Biology

5 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

4 lecture hours + 1 lab hour

This course is designed to focus on the comprehensive survey of modern biology with an emphasis on enhancing science literacy. Topics include cell biology, including structure and function; genetics; evolution; systematics; and physiological and scientific explanations of biological processes. Lectures and labs are designed to complement each other: Lectures introduce students to the principles of biological study and our current understanding of biology, while lab activities are designed to provide the exploration of the topics taught in the lecture via observation and experiments.

BIO 104/Medical Terminology

2 Credit Hours

Prerequisite: None

BIO 104 covers basic medical vocabulary for those students with a minimal background in the healthcare field. At the end of this course, students will be able to: analyze any medical term as to its root, prefix, suffix, as well as its part of speech (noun, verb, adverb, adjective, etc.); demonstrate the ability to relate the medical term to the clinical situation; and effectively communicate with other healthcare members.

BIO 200/Evolutionary Biology

4 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

This course covers the theory of biological evolution. Topics include the origin, history, and classification of living organisms, genetic variation, genetic drift, natural selection adaptation, sexual selection, speciation, and the application of evolutionary principles to agriculture and human health. Macro- and micro-evolution will be discussed.

BIO 201/Human Anatomy & Physiology I

4 Credit Hours

Prerequisite: None

3 lecture hours + 1 lab hour

BIO 201 covers basic Human Anatomy and Physiology. Students study general anatomical terminology as well as structure and function as they relate to physiology. Topics covered in this course include basic knowledge, cell biology, various organ systems, as well as the study of the special senses. Student presentations as appropriate to the discipline are part of the course. This course is equivalent to the Illinois articulation Initiative's (IAI) general education generic course numbered CLS 904.

BIO 202/Human Anatomy & Physiology II

4 Credit Hours

Prerequisite: BIO 201 or Consent of Instructor

3 lecture hours + 1 lab hour

As a continuation of Human Anatomy & Physiology I, students study the following systems: endocrine, lymphatic, cardiovascular, digestive, respiratory, urinary, and reproductive. Also included in this course is the study of the special senses. Writing assignments, as appropriate to the discipline, are part of the course. This course is equivalent to the Illinois Articulation Initiative's (IAI) General Education generic course numbered CLS 904.

BIO 203/Insects and Mankind

2 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

Insects and their impact on human civilizations are explored in this course. Discussions on famines and plagues are also emphasized.

BIO 205/Environmental Biology

3 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

This course emphasizes the study of the global ecosystem, its dynamic changes, as well as changes in the features of its population. The effect of human activities on the global ecosystem, including climate change, pollution, and extinction of species, are evaluated.

BIO 206/Bioethics

3 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

This course is intended to introduce students to the central methods and concerns of contemporary bioethics. Students will learn about topics including the grounds for respecting human (and other) life, the concepts of well-being and autonomy, decisions about future people, and justice in distribution of scarce medical resources. Students will develop familiarity with these concepts as well as the conventions and standards of bioethical debate.

BIO 210/Genetics

4 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

3 Lecture Hours + 1 Lab Hour

This course covers the basic and advanced concepts in genetics and allows the students to develop critical thinking. Topics include DNA structure and replication, gene expression, prokaryotic and eukaryotic gene structure, gene regulation, recombinant DNA, and population genetics.

BIO 220/ Introduction to Microbiology

3 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

2 Lecture Hours + 1 Lab Hour

This course is an introductory level course with a focus on prokaryotic and eukaryotic microorganisms. Basic classification of microorganisms into different grouping and the relationship with higher organisms will be discussed. Anatomy and physiology of different microorganisms will be explored. Students are required to participate in group discussions and presentations on lecture topics. Laboratory will cover the basic techniques in microbiology, such as sterile techniques, microscopy, isolation and cultivation of microorganisms.

BIO 250/ Pathophysiology

3 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

This course provides a review of general principles taught in BIO 101 including cell biology, genetics, and underlying principles of pain. This course also encompasses an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems and deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of diseases pertaining to inflammatory response and pain, immune system, cardiac and vascular disorders, hematologic and endocrine/metabolic disorders, respiratory tract, mental health and addictions, neurologic, musculoskeletal, gastrointestinal, integumentary, renal and urinary tract, and reproductive disorders.

BIO 301/ Medical Entomology& Human Health Issues

4 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

This course examines the structures and functions of arthropods. Details of the role of insects and human diseases, with special reference to insect-borne diseases, are discussed. Management of insect population to control the spread of disease is also covered in this course.

BIO 302/Molecular Genetics and Biotechnolog

4 Credit Hours

Prerequisite: BIO 101, BIO 102, & BIO 210 or Consent of Instructor

Students are introduced to the basic concepts in recombinant DNA technology, gene cloning, and its impact on industry, including ideas in bioengineering and biotechnology. Theory and techniques covering molecular biology of polymerase chain reaction (PCR), protein acryl amide gel electrophoresis (PAGE), western blotting, immunochemistry, RNA and DNA isolation and purification, non-coding RNAs and microRNAs (miRNA), cDNA library construction, and screening techniques are explored.

BIO 302A/ Molecular Genetics and Biotechnology Lab

2 Credit Hours

Prerequisite: Concurrent Enrollment or Satisfactory Completion of BIO 302 or Consent of Instructor

This course provides students with laboratory experience of concepts covered in BIO 302/ Molecular Genetics, Biotechnology.

BIO 303/Microbiology

4 Credit Hours

Prerequisite: BIO 220 or Consent of Instructor

3 lecture hours + 1 lab hour

This course builds upon the knowledge gained in BIO 220, Introduction to Microbiology. Roles of microbes in the biosphere and the fundamental concepts of microbial ecology, genetics, and pathogenesis will be discussed. Emphasis will be placed on the role of bacteria and viruses in biotechnology and remedying environmental pollution issues.

BIO 304/ Human Embryology

4 Credit Hours

Prerequisite: BIO 101 or Consent of Instructor

Students study the development of the human body from time of conception through birth. Emphasis is placed on the origin of tissues and organs. Molecular mechanisms for embryonic development are also discussed.

BIO 305/ Epidemiology

3 Credit Hours

Prerequisite: BIO 101, BIO 102, MTH 201 or Consent of Instructor

Students will explore ways in which variation in disease occurrence is documented and how that variation is studied to understand causes of disease.

Continuing Education**CE-CPR/ The Community CPR Course**

Prerequisite: None

6 clock hours

This continuing education course is designed for all health care professionals and workers as well as community members. The Community CPR course is designed to provide lay rescuers the fundamental skills and confidence to perform CPR on adult, children, or infants. This course will teach participants in how to recognize and alleviate airway obstructions, the proper use of an AED, and the signs, symptoms, and corrective action for a stroke or heart attack.

CE-HIPAA/ Understanding HIPAA for Health Care Professionals

Prerequisite: None

7 clock hours

This continuing education course is designed for all health care professionals as well as general community members. The course "Understanding HIPAA for Healthcare Professionals" provides a general overview of the Health Insurance Portability and Accountability Act (HIPAA) that included setting uniform standards for protecting the privacy of health care information and providing for the protection of individual healthcare information against unauthorized access or use without proper consent. This course will discuss the basic principles of HIPAA and use real-life scenarios that can affect the patient and you as a Health Care Professional.

CE-OSHA/ Occupational Safety and Health Act Course for Healthcare professionals.

Prerequisite: None

7 clock hours

This continuing education course is designed for all health care professionals as well as general community members. The course provides an overview of the Occupational Safety and Health Act, Federal agency occupational safety and health responsibilities, and workplace OSHA techniques. Participants are given instruction in various OSHA standards. Special emphasis is directed at safety and health Hazards that are causing serious injuries and illnesses in the Healthcare sector. The course features a mock health care related scenarios and use of safety techniques and laboratory equipment.

CE-PHL/ Phlebotomy

Prerequisite: None

96 clock hours (8 weeks)

This continuing education course is designed for all health care professionals and workers, community members and individuals who plan to work for a clinical laboratory, public health department, clinic, or hospital. Practical instruction provides hands-on training in venipuncture technique including the interpersonal skills needed for working with patients. Procedures and skills will be verified through a skills check-off system.

Dental Assistance

DA 101/ Administrative Procedures

720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours

Prerequisite: None

545-Hour Program: 57.5 Clock Hours

In addition to focusing on essential dental terminology, this course focuses on basic administrative procedures and receptionist-related duties, including appointment scheduling, filing, mail handling, inventory control, and telephone communication. Students are also introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records. They also work with a pegboard system to accomplish tasks in cash management and reconciliation.

An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. In addition, career development instruction is included and focuses on identifying skills necessary for employment.

Finally, students learn OSHA standards for infection control and hazard communication as well as practice step- by-step instrument decontamination using approved sterilization agents and methods.

DA 102/ Dental Sciences

720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours

Prerequisite: DA 101, DA 103, or DA 105 545-Hour Program: 57.5 Clock Hours

Topics in this course include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques, and handling hazardous chemicals. Students learn operator disinfection using approved agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics.

Students practice acquired skills on Typodont manikins, placing instruments and materials. Career development instruction focuses on interview techniques, and related dental terminology is studied.

DA 103/ Dental Radiography

720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours

Prerequisite: None 545-Hour Program: 57.5 Clock Hours

This course introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Theory, laboratory skills, and clinical practice meet California State guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators.

Students practice techniques of film exposure and mounting in an equipped dental operator with industry- approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films.

Professional responsibilities regarding the state radiation safety certificate are introduced, and related dental terminology is also taught.

Finally, students learn about OSHA Standards for infection control and hazard communication. These students practice step-by-step instrument decontamination using approved sterilization agents and methods.

DA 104 / Laboratory Procedures

720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours

Prerequisite: DA 101, DA 103, or DA 105 545-Hour Program: 57.5 Clock Hours

In this course, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures, such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins according to RDA standards. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as nightguards, sports guards, and bleaching trays. Instruction in career development focuses on starting a new job, and related dental terminology is studied.

DA 105/ Operative Dentistry

720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours

Prerequisite: None 545-Hour Program: 57.5 Clock Hours

This course introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special consideration for disabled and abused patients is presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

Finally, students learn about OSHA Standards for infection control and hazard communication. These students practice step-by-step instrument decontamination using approved sterilization agents and methods.

DA 106/ Orthodontics and Dental Health

720-Hour Program: 93.5 Clock Hours; 2.46 Credit Hours

Prerequisite: DA 101, DA 103, or DA 105 545-Hour Program: 57.5 Clock Hours

This course focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires. Theory on orthodontic assistant duties, office routine, and malocclusion classifications are presented. In addition, students chart oral conditions of patients/students in compliance with state guidelines for mouth mirror inspection.

DA 107/ Externship

720-Hour Program: 160 Clock Hours; 4.27 Credit Hours

Prerequisite: Successful completion of DA 101, DA 102, DA 103, DA 104, DA 105, DA 106

545-Hour Program: 200 Clock Hours

Upon successful completion of classroom courses, Dental Assistant students participate in a 160-hours externship at an approved facility. The externship provides the student with an opportunity to apply principles and practices learned in the program and utilize entry level Dental Assistant skills in working with patients. Dental assistant externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the college staff. Externs are evaluated by supervisory personnel at the site at 80- and 160- hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirement for graduation.

Upon successful completion of class and laboratory hours at NWSC, students are provided an externship training of 160-clock hours at an approved participating dental facility. Students get hands-on training working under the supervision of a licensed dentist. The externship completes the student's requirements for graduation, prepares them for a national certification examination, and provides them with skills needed in any entry-level dental assisting job market.

Health Sciences

HS 200/Introduction to Healthcare

2-3 Credit Hours

Prerequisite: None

This course provides an overview of the role of various healthcare professions, ethical and legal responsibilities, patient assessment techniques, medical terminology, electronic health records, preventive health and wellness, cultural competence, communication and problem solving skills. Additional skills taught in this course include: vital signs assessment, safe body mechanics and safety, basic first aid, standard & transmission based infection precautions.

HS 220/ Health & Wellness

3 Credit Hours

Prerequisite: None

This course presents a detailed description of common diseases related to cardiovascular system, integumentary system, skeleton system, muscular system, immune system, urinary system, digestive system, reproductive system and respiratory system. The course will provide healthy guidelines and life style for disease management or prevention. The importance of making decisions about health care, connection of mind & body, healthy nutrition, and exercise will be explained.

HS 250/ Healthcare in the U.S.

3 Credit Hours

Prerequisite: None

This course will explain the U.S. healthcare system, health insurance, healthcare professionals, hospitals, primary care, healthcare policy, cost of healthcare services, equity, vulnerable population and technology in healthcare. The course also will integrate the concept of managed care and community healthcare services.

Humanities & Fine Arts**HUM 201/ World Religions**

3 Credit Hours

Prerequisite: None

This course includes an investigation of the world's major religions which will give attention to their origin, history, mythology and doctrines. Students are introduced to religions of the world, including Buddhism, Hinduism, Confucianism, Judaism, Christianity, and Islam. Discussions on commonalities and differences amongst these religions are emphasized.

HUM 202/ World Civilizations

3 Credit Hours

Prerequisite: None

This course introduces students to a selection of formative historical and contemporary texts in a variety of disciplines (philosophy, social sciences, literature, multicultural, and gender states).

HUM 203/ Humanities Appreciation

3 Credit Hours

Prerequisite: None

Humanities Appreciation includes a thematic- or genre-based interdisciplinary study of selected works of art, music, literature, philosophy, and history. Differing subject matter and issues will be discussed and analyzed, with attention directed to the role of humanities in current society.

HUM 205/ Introduction to Ethics

3 Credit Hours

Prerequisite: None

Through analyses of readings, films, and discussions/debates, this course attempts to discover by rational methods the truth about right and wrong, good and bad, as well as morality and immorality—otherwise referred to as the branch of philosophy known as ethics. Course content will critically examine existing systems of values and their applications to life situations and help improve students' ability to understand and make ethical choices.

FA 102/ Music Appreciation

3 Credit Hours

Prerequisite: None

This course is an introduction to representative music masterpieces through perceptive listening. Emphasis is placed on the elements of music, various musical forms and periods, and great composers and performers.

FA 103/ Religion in Architecture

3 Credit Hours

Prerequisite: None

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students will improve their skills in communicating with others through the preparation and delivery of formal public speeches. This course requires college-level skills in reading and writing. Skills developed include understanding the writing/speaking processes from invention to presentation, the importance of audience, understanding and applying appropriate modes of expression, participating in groups with emphasis on listening, as well as using critical and reflective proficiency in the development of exposition and argument.

FA 202/ Fundamentals of Speech Communication

3 Credit Hours

Cross listed with ENG 202

Prerequisite: ENG 101 or Consent of Instructor

Students in this course can expect to gain an introductory and historical understanding of how religion affects and has affected art and architecture in the last several centuries. A great deal of emphasis will be placed on sacred architecture in Islam, Christianity, and Judaism, and the structural, functional, and aesthetic characteristics attributed to religious buildings in each faith group. This course will survey some important architectural structures in the three major faith groups.

Information Technology**IT 100/ Introduction to Computer & Information Technology**

3 Credit Hours

Prerequisite: None

This course teaches students the essentials of computer technology concepts and skills. It helps students build a concrete understanding of how computers work and how various types of computing devices and accessories are used in school, work, and at home. Students will explore hardware and software basics, input and output devices, storage, operating systems. Modern communications devices including smart phones and personal digital assistants as well as the network technology will also be covered.

IT 105/ Computer Applications

3 Credit Hours

Prerequisite: IT 100 or Consent of Instructor

This course is designed to teach students the fundamentals of computer concepts and basics of applications such as Word, Excel, PowerPoint, and Access. This course will concisely cover internet, email processes, and Windows file management.

Language & Literacy**ENG 089/ Reading Level I (3 -0)**

3 Credit Hours

Prerequisite: None

Students in this program should have studied high school English in their native country or in the United States. Students are required to score a passing grade on the college assessment (placement test) in order to register for this course. This introductory level course involves developing skills to improve their reading speed, vocabulary, and reading comprehension.

ENG 091/ Reading Level II (3-0)

3 Credit Hours

Prerequisite: ESL 090 or Consent of Instructor

This intermediate level course emphasizes the development of English skills needed to be used in a professional work setting/environment.

ENG 092/ Reading Level III (3-0)

3 Credit Hours

Prerequisite: ESL 091 or Consent of Instructor

This advanced level course places emphasis on developing complex reading skills and comprehension techniques in order to satisfactorily complete tasks in a professional work setting/ environment.

ENG 093/ Writing Skills Level I (3-0)

3 Credit Hours

Prerequisite: ESL 092 or Consent of Instructor

Students in this program should have studied high school English in their native country or in the U.S. Students are required to score a passing grade on the college assessment (placement test) in order to register for this course. This introductory level course involves learning to express ideas in a paragraph by writing well constructed, grammatically correct sentences. Students will learn to recognize spelling patterns for verbs and nouns, improve their vocabulary, and write sentences with correct punctuation.

ENG 094/ Writing Skills Level II (3-0)

3 Credit Hours

Prerequisite: ESL 093 or Consent of Instructor

This intermediate level course focuses on expanding basic sentence patterns into complex sentences by writing thoughts in a paragraph and understanding the importance of unity and coherence characteristics.)

ENG 095/ Writing Skills Level III(3-0)

3 Credit Hours

Prerequisite: ESL 094

This advanced level course places emphasis on writing well-written essays, develop skills for expanding and modifying a sentence, proper steps for the writing process, and guide students through the research process and develop basic research skills.

ENG 096/ Communication Skills Level I (3-0)

3 Credit Hours

Prerequisite: ESL 092 & ESL 095 or Consent of Instructor

This introductory level course involves learning to use speaking and listening skills to communicate. Students will learn decision-making and problem-solving techniques and learn to participate in group discussions and make small presentations.

ENG 097/ Communication Skills Level II (3-0)

3 Credit Hours

Prerequisite: ESL 096

This intermediate level course focuses on improving speaking and listening skills in order to communicate for a longer period of time. Students will learn more in-depth decision-making and problem-solving techniques. Students will also learn to be more involved and participate in group discussions and make large presentations.

ENG 098/ Communication Skills Level III (3-0)

3 Credit Hours

Prerequisite: ESL 097

This advanced level course involves using critical skills to solve problems and find alternative solutions along with presenting them effectively.

ENG 100/ Academic Writing

3 Credit Hours

Prerequisites: None

Academic Writing will incorporate the basic mechanics of English writing with copyright regulations. Students will explore various sources and work on clarifying topics, organizing arguments, and supporting claims with evidence and reasoning. In addition, students will practice summarizing, paraphrasing, and using citations while further developing editing skills.

ENG 101/ English Language and Composition I

3 Credit Hours

Prerequisite: None

ENG 101 provides an overview of the writing process, including invention, editing/proofreading, style, and voice. English grammar and mechanics, parts of speech, and characteristics of strong sentences and paragraphs are reviewed. Vocabulary expansion is also included. Writings explore a variety of genres, with an emphasis on essays.

ENG 102/ English Language and Composition II

3 Credit Hours

Prerequisite: ENG 101 or Consent of Instructor

This course concentrates on the proper understanding and use of the English language in various written genres. It reviews the steps of the writing process; continues the review of grammar and mechanics; requires textual analysis, written summaries, and narrative and persuasive writings both in and out of class; and introduces the basics of writing various types of argument essays.

ENG 201/ Argument & Rhetorical Analysis

3 Credit Hours

Prerequisite: ENG 101 or Consent of Instructor

This course concentrates on developing fluency in identifying, analyzing, and writing various types of arguments and rhetorical analyses. Different types of arguments and their uses as well as logical fallacies are examined in detail. Continuous improvement in writing style and voice is a goal so that students develop fluency in composing written responses. This course is designed to help pre-medical students pass the writing sections of the MCAT Exam.

ENG 202/ Fundamentals of Speech Communication

3 Credit Hours

Prerequisite: ENG 101 or Consent of Instructor

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students will improve their skills in communicating with others through the preparation and delivery of formal public speeches. This course requires college-level skills in reading and writing. Skills developed include understanding the writing/speaking processes from invention to presentation, the importance of audience, understanding and applying appropriate modes of expression, participating in groups with emphasis on listening, as well as using critical and reflective proficiency in the development of exposition and argument.

FL 101/ Arabic I

3 Credit Hours

FL 101 is designed to provide a basic knowledge of reading and writing Arabic. Emphasis is placed on spoken Arabic, while literary Arabic is taught in the second course of the sequence. Differences in dialects of various Arabic-speaking regions are also discussed in this class.

FL 102/ Arabic II

3 Credit Hours

Prerequisite: FL 101 or Consent of Instructor

This course deals with Arabic grammar and writing, including sentence structure and delivery of material in writing. Designed as the second course of this sequence, this course emphasizes literary Arabic. An understanding of the language, including written communications, are taught in this course.

FL 103/ Spanish for Health Professionals

3 Credit Hours

Prerequisite: FL 101 or Consent of Instructor

FL 103 teaches basic Spanish phrases and Spanish medical terminology that are necessary to provide medical care and attention to Spanish-speaking patients. In addition to workplace Spanish language, discussions cover cross-cultural issues pertinent to the interaction between the Hispanic community and healthcare workers.

FL 201/ Arabic Oral Communication

3 Credit Hours

Prerequisite: FL 101 and FL 102 or Consent of Instructor

This course helps develop oral familiarity with the Arabic language using specially designed exercises in pronunciation, rhythm, and stress. Individual readings of modern Arabic works are discussed in class with written and oral components. This course helps to develop the ability to use the Arabic language with fluency.

Mathematics & Finance**ACCT 101: Financial Accounting / Intro to Accounting**

3 Credit Hours

Prerequisite: Completion of two years of high school math including algebra is strongly recommended.

Introduction to Accounting is a foundational course dealing with concepts and applications of the principle of accounting in business and personal related recordkeeping. Students will be introduced to different forms, financial statements, and spreadsheets, as well as analyzing accounting records and financial statements.

FIN 101/ Fundamentals of Budget & Finance

3 Credit Hours

Prerequisite: None

This course is an introduction to budgeting for business and/or personal revenue and expenditure cycles and understanding the analysis of spreadsheets showing income and expenses of businesses. The concept of budget development, analysis, and variation in the allocated zone are discussed. Financial planning as an integrated part of the budget is also explored.

MTH 121/College Algebra/Pre-Calculus

4 Credit Hours

Prerequisite: None

College Algebra covers basic mathematics using algebraic equations. Topics include polynomial, rational, exponential, logarithmic functions, systems of equations and inequalities, sequences, matrices, and series mathematical matching. Emphasis is placed on algebraic and graphical approaches.

MTH 122/Calculus

4 Credit Hours

Prerequisite: MTH 121 or Consent of Instructor

Calculus covers real numbers and basic properties. Emphasis is on the following concepts: algebraic operations involving integer exponents, including scientific notation, polynomial operations, and factoring polynomials; solutions of linear and quadratic equations as well as linear inequalities; solutions and manipulations of literal equations; and graphical and algebraic solutions of systems of linear equations in two variables. Emphases on geometry concepts include the following: perimeter; area of geometric figures, including triangles, rectangles, and circles; and volumes of spheres, cylinders, and pyramids. Applications of problem solving skills are emphasized throughout the course. Writing assignments are part of the course.

MTH 201/ Statistics

4 Credit Hours

Prerequisite: MTH 121 or Consent of Instructor

Statistics examines the following concepts: probability spaces, random variables and distribution, laws of large numbers, central limit theorem, joint probability distributions, sampling distributions, theory of estimation, and sample linear regression.

The course theme may include biostatistics, which provides an introduction to selected important topics in biostatistical concepts and reasoning. 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 power and sample size in study designs; and random sample and other study types.

Medical Assistance**MA 101/ Healthcare Procedures**

720-Hour Program: 93.5 Clock Hours; 2.48

Credit Hours Prerequisite: None

545-Hour Program: 57.5 Clock Hours

This course emphasizes patient care, including the complete physical exam and positioning and draping. Anatomy and physiology with associated medical terminology of the eyes and ears, the integumentary system, nervous system, and common disorders related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations, basic psychology and meeting the psycho- social needs of the patient. Students will also cover medical law and ethics. Basic administrative office skills performed by the medical assistant are included. Students will also learn how to perform procedures associated with the physical exam.

MA 102/ Clinical Assisting and Examination Techniques

Prerequisite: None 720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours
 545-Hour Program: 57.5 Clock Hours

This course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology with associated medical terminology of the muscular system and common disorders related to it are taught. Basic therapeutic drugs, their uses, classification and effects on the body are included. Students become familiar with the principles of administering medication. They prepare medication for administration by various methods, and prepare for and assist with minor office surgical procedures.

MA 103/ Diagnostic and Specialty Procedures

Prerequisite: None 720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours
 545-Hour Program: 57.5 Clock Hours

This course introduces students to office emergencies and first aid. The course will also examine the anatomy and physiology with associated medical terminology, of the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students study facility management and personnel procedures.

MA 104/ Medical Records and Pharmacology

Prerequisite: None 720-Hour Program: 93.5 Clock Hours; 2.48
 Credit Hours 545-Hour Program: 57.5 Clock Hours

This course introduces students to the concepts and skills involved in medical billing, banking, and insurance processing. Anatomy and physiology with associated medical terminology of the digestive system are presented in conjunction with nutrition and health practices, is also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will continue to build upon their keyboarding and computing skills. Basic therapeutic drugs, their uses, classification and effects on the body are included. Students become familiar with the principles of administering medication. They prepare medication for administration by various methods.

MA 105/ Medical Billing and Insurance Processing

Prerequisite: None 720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours
 545-Hour Program: 57.5 Clock Hours

This course introduces students to the concepts and skills involved in medical billing, banking, and insurance processing. Anatomy and physiology with associated medical terminology of the digestive system are presented in conjunction with nutrition and health practices, is also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical

office. Students will continue to build upon their keyboarding and computing skills. Introduces laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology with associated medical terminology of the urinary system, including its structures and functions, and common disorders related to it are taught. The lymphatic and immune systems are also covered. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students will also study how to perform in patient triage processing and other routine administrative procedures.

MA 106/ Medical Records and Patient Education

Prerequisite: None 720-Hour Program: 93.5 Clock Hours; 2.48 Credit Hours
545-Hour Program: 57.5 Clock Hours

This course introduces students to the concepts and skills involved in medical billing, banking, and insurance processing. Anatomy and physiology with associated medical terminology of the reproductive system are presented in conjunction with nutrition and health practices, is also discussed. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will continue to build upon their keyboarding and computing skills.

MA 107/ Externship

Prerequisite: Successful completion of MA 101, 720-Hour Program: 160 Clock Hours;
4.26 Credit Hours MA 102, MA 103, MA 104, MA 105, & MA 106 545-Hour
Program: 200 Clock Hours

Upon successful completion of all six courses, students will participate in a 160-clock hour externship at an approved medical facility. This hands-on training provides students with an opportunity to apply the principles and practices learned in the program. It prepares students for passing the national certification exam and qualifies them for entry-level medical assistant job positions.

Pharmacy Technician

PhT 101/ Pharmacy Legislation and Basic Pharmacology

24 Contact Hours

Prerequisite: None

This 4-week course is designed to provide students with an overview and historical development of pharmacy, including an overall understanding of medication administration, safety, and quality assurance. The human body systems and medications used to treat conditions of the systems are explored, and repackaging and compounding are discussed and performed. Included in this course is the use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, as well as receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are also explored. In addition to addressing conversions and

calculations used by pharmacy technicians, drug dosages in units, as well as working with compounds, admixtures, and parenteral and IV medications, the student will gain hands-on skills in the laboratory practice setting.

PhT 102/ Medication Preparation and Administration

24 Clock Hours

Prerequisite: None

This 4-week course is designed to provide students with the pharmacy technician responsibilities of filling prescriptions, including the information required to fill prescriptions, typing prescription labels, and how to read a drug label. Hands-on skills are performed in a laboratory setting.

PhT 103/ Pharmacy Practice

24 Clock Hours

Prerequisite: None

This course is designed to introduce the student to professional aspects of working with pharmacy technology. Subjects covered include the history and changing roles of pharmacists and pharmacy technicians as well as the law and ethics of pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. In addition, the course discusses the respiratory system and medications for respiratory tract disorders as well as oncology agents and HIV/AIDS. Calculations and dimensional analysis of drug dosages are also addressed, and hands-on skills are performed in the laboratory setting.

PhT 104/ Externship

80 Clock Hours

Prerequisite: Successful completion of PhT 101, PhT102, &PhT103

This 80-hour course is designed to provide students with supervised, practical, hands-on and observational experiences in the working pharmacy. Each student is expected to gain experience in an institutional/hospital pharmacy or a community (retail) pharmacy. The student will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, thereby gaining familiarity in all aspects of drug preparation and distribution utilized by participating sites.

Physical Sciences

CHEM 100/ Chemicals Around Us

2 Credit Hours

Prerequisite: None

This course is designed as an introductory course for chemistry. Students will learn about the definition of chemicals, identify chemicals in the environment and their multiplication with the industrial revolution, and recognize harmful chemical exposure and the related health risks. Students will also learn about the different government and private agencies that identify chemicals, biomonitoring, and the measures taken to limit the harmful effects.

CHEM 101/ General Chemistry I

5 Credit Hours

Prerequisite: None

3 lecture hours + 2 lab hour

As an introductory course to chemistry, the following concepts are explored: scientific notation, metric system of measurement, the periodic table and its trends, atomic structure, molecular geometry, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, nomenclature, and the relationships governing gaseous behavior. A basic research paper may be part of the course, as deemed necessary by the instructor.

CHEM 102/ General Chemistry II

5 Credit Hours

Prerequisite: CHEM 101 or Consent of Instructor

3 lecture hours + 2 lab hour

As the second course in the General Chemistry sequence, topics include properties of solutions, solubility acid- base equilibrium, kinetics, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry, and descriptive topics in organic chemistry. A basic research paper may be part of the course, as deemed necessary by the instructor.

CHEM 201/ Organic Chemistry I

5 Credit Hours

Prerequisite: CHEM 101 or Consent of Instructor

4 lecture hours + 1 lab hour

This course introduces the fundamentals of organic chemistry including structure, bonding, functional groups, resonance and stereochemistry. Students learn about the general properties, synthesis and reactions of alkanes, alkenes, alkynes and alkyl halide. Introduction to spectroscopic methods used in structural determination of organic molecules such as IR, NMR, UV and MS are also discussed.

CHEM 202/ Organic Chemistry II

5 Credit Hours

Prerequisite: CHEM 101 & CHEM 201 or Consent of Instructor

4 lecture hours + 1 lab hour

This course builds on the fundamentals learned in Organic Chemistry I, discussing more complex organic compounds; their synthesis and reactions. Compounds such as conjugated dienes, benzene, alcohols, phenols, carbonyl compounds and amines are discussed.

CHEM 321/ Biochemistry I

4 Credit Hours

Prerequisite: CHEM 101 or Consent of Instructor

Students will learn about the foundation of biochemistry and the central role of water in biological systems. Topics include the building blocks of biological molecules in regards to the structural build up (monomers to polymers) forming macromolecules. Furthermore, discussions will address molecular structures of biochemical compounds including proteins and enzymes, lipids, carbohydrates, and nucleic acids, emphasizing the structure-function relationship.

CHEM 322/ Biochemistry II

4 Credit Hours

Prerequisite: CHEM 321 or Consent of Instructor

In this course, students will build on the knowledge gained in CHEM 321/ Biochemistry I. Students will learn about biological membranes and their role in cellular transport. Topics include biosignaling and the bioenergetics that govern the different processes. Much emphasis is given to the metabolic pathways and its relationship to energy, including glycolysis, gluconeogenesis, pentose phosphate pathway, the citric acid cycle, oxidative phosphorylation, fatty acid catabolism, amino acid oxidation, and to the regulation of the mentioned pathways.

CHEM 322L/ Biochemistry Lab

1 Credit Hour

Prerequisite: Satisfactory Completion or Concurrent Enrollment in CHEM 322 or Consent of Instructor

This laboratory course is designed to familiarize students with different equipment used in industry and health research facilities. Introduced tools may include SDS-page electrophoresis, DNA quantification, and ELISA. Students will learn to isolate, test, and quantify different biomolecules such as DNA, proteins, carbohydrates, and fatty acids.

CHEM 323/ Clinical Chemistry

4 Credit Hours

Prerequisite: CHEM 101 or Consent of Instructor

This course discusses the basic principles and practices of clinical chemistry. A general outline of the digestion, catabolism and anabolism of the macromolecules is discussed. The anatomy and physiology of various organ systems is discussed in relation to their common pathological states. The basic laboratory instrumentation used in measuring body fluid analytes, interpretation of the readings and monitoring the function of the different related organ systems is also handled in addition to the procedures followed in monitoring therapeutic drugs.

PHYS 201/ General Physics I

4 Credit Hours

Prerequisite: MTH 201 or Consent of Instructor

3 lecture hours + 1 lab hour

Students will explore the foundational concepts of physics, including mechanics, heat, wave motion statics, dynamics of a particle and a rigid body, and oscillatory wave motion with application to sound. Writing assignments, as appropriate to the discipline, are part of the course.

PHYS 301/ General Physics II

4 Credit Hours

Prerequisite: PHYS 201 or Consent of Instructor

3 lecture hours + 1 lab hour

As a continuation of General Physics I, this course explores thermodynamics, vibrations and waves, electrostatics, magnetism, circuits, and optics.

Research & Development

DEV 100/ College and Career Readiness

1 Credit Hour

Prerequisite: None

A course designed for incoming freshman and students wishing to strengthen their college and career readiness, DEV 100 explores habits of the successful college professional. Course content includes academic tours and demonstrations of using college resources, including laboratories.

DEV 400/ MCAT Prep Course

2 Credit Hours

Prerequisite: BIO 102 & CHEM 322 or Consent of Instructor

This course is designed to prepare students for the Medical College Admissions Test. Students will learn about the structure of the test, strategies and skills needed to perform well, and review of the scientific concepts addressed in the exam.

RES 115/ Physician Shadowing

1 Credit Hour

Prerequisite: None

This class is offered on a Pass/Fail basis to students who are interested in pursuing a medical career. Students will spend 15 hours in select physician offices and hospitals to observe patient treatment and activities of the caregiver. After gaining exposure to overall doctor/patient relationships and office management, students will present a report on their findings.

RES 200/ College Seminar

2 Credit Hours

Prerequisite: None

This course focuses on topic of interest in the fields of science and medicine through an exploration of trends and guest speakers. Student discussion and participation is a required component of this course.

RES 210/ Community Service

1-3 Credit Hours

Prerequisite: None

RES 210 emphasizes the importance of giving back to communities. The course outlines the activities and services that can be performed to benefit the communities. Students are required to submit a paper upon completion of their services.

RES 307/ Undergraduate Research Seminar

2-3 Credit Hours

Prerequisite: None

Undergraduate Research is intended to guide the students through the different stages of conducting research. Students will acquire the skills needed to write and present a proposal. They will conduct

rigorous research to answer a specific proposed question. Students will also learn about proper presentation techniques. This course covers topics including planning, research and documentation, writing style and editing, document design, ethics, abstracts, literature reviews, presentation skills and oral presentation of the proposal.

RES 390/ Clinical Research Methodology

3 Credit Hours

Prerequisite: None

This course will enrich students' knowledge of clinical trial and explain important concepts in conducting clinical research such as: Problem statement, question, hypothesis; ethical issues, sample, recruitment of participants, randomization, data collection, analysis, statistics; and consent form and safety measures. This course also will provide an overview of qualitative method of research and characteristics of this type of research.

RES 299/399 Externship*

3 – 6 Credit Hours

Prerequisite: Consent of Instructor at least 2 weeks before term start date

This course provides students with the opportunity to apply their knowledge and skills learned in the biology and/or chemistry curriculum at an affiliated facility. Student will be exposed to career-and participate in the practical application of their program through hands-on experience at relevant organizations that may include health clinics, companies, laboratories, etc.

This course requires 90 – 180 hours of externship experience. Students will spend 5 hours in the classroom to address and review applicable items, including expectations of the course, professional behavior, reflections, etc.

Students interested in enrolling in RES 399 must contact the assigned faculty at least 2 weeks prior to the start date of the course.

* RES 299 is for students in the AS in Biology. RES 399 is for students in the BS in Biology.

RES 408/ Undergraduate Research Project

3-6 Credit Hours

Prerequisite: Satisfactory Completion or Concurrent Enrollment in RES 307/390 & Consent of Instructor at least 2 weeks before term start date

This course is designed to give the students hands-on experience in carrying out research in different areas of science. Students are required to plan and conduct a research project and submit a paper based on the data derived from the conducted research and lab experimentation.

Social & Behavioral Sciences

HIS 101/ Middle Eastern History I

3 Credit Hours

Prerequisite: None

Early Middle Eastern history, specifically the period of 500-1000 A.D, is explored in HIS 101. Concepts include cultural, political, and religious perspectives of the region, as well as the rise and fall of civilizations.

HIS 102/ Middle Eastern History II

3 Credit Hours

Prerequisite: HIS 101 or Consent of Instructor

This course deals with the latter history of the Middle East, specifically the period of 1000 A.D. to the present. The rise and decline of Islamic civilization and its political implications are a major emphasis of the course. The course also deals with the cultural, scientific, and economic contribution of this region to world history. Conflicts and their resolutions in the region are also discussed in detail.

HIS 103/ American History

3 Credit Hours

Prerequisite: None

American History explores the major developments in the United States from the colonial period to the present. Students will consider the ways in which Americans have extended the Western tradition and America's distinctive cultural contributions.

HIS 120/ U.S. History & Government

3 Credit Hours

Prerequisite: None

American history from the formation of the 13 original colonies to present is discussed in details. American democracy and form of government, and balance system of U.S constitution is also discussed in this class. The system of social justice and economic disparities in the U.S is analyzed.

PSY 101/ Principles of Psychology

3 Credit Hours

Prerequisite: None

This introductory survey course covers the basic concepts of the biological basis of behavior (especially the central and peripheral nervous systems), sense and perception, states of consciousness, learning, memory, motivation, emotions, personality development, psychological disorders, therapies, and social psychology. The basic vocabularies of the discipline as well as social science research methods are examined. A major paper and various topical assignments are required.

PSY 201/ Principles of Developmental Psychology

3 Credit Hours

Prerequisite: PSY 101 or Consent Instructor

PSY 201 examines the principles and processes in developmental psychology as well as surveying changes in physical, cognitive, and social-emotional development during the life span. Major theoretical orientations to the growing person are examined.

PSY 210/ Fundamentals of Social Psychology

3 Credit Hours

Prerequisite: PSY 101 or Consent of the Instructor

This course explores the study of the individual under social influences, including such topics as attitude formation and change, prosocial behavior, aggression, social-influence processes, group dynamics, attribution theory, and interpersonal communication processes.

PSY 220/ Abnormal Psychology

3 Credit Hours

Prerequisite: PSY 101 & PSY 201 or Consent of the Instructor

A survey of research and theory concerning the nature, origins, and treatment of major psychological disorders is addressed in PSY 220. The course considers behavioral, biological, cognitive, and psychodynamic approaches to understanding psychopathology. Topics may include schizophrenia, mood disorders, anxiety disorders, childhood disorders, and personality disorders.

PSY 350/ Organizational Behavior

3 Credit Hours

Prerequisite: PSY 101 or Consent of Instructor

This course will provide an overview of organizational behavior, values, personality, workplace emotions, work related stress, stress management, decision making, job satisfaction, organizational commitment, communicating in teams, communication barrier negotiation in the workplace, leadership in organizational setting, organizational culture, and organizational change. It will explain also the importance of emotional intelligence and critical thinking in solving conflict in workplace.

SOC 101/ Principles of Sociology I

3 Credit Hours

Prerequisite: None

This introductory survey course covers the basic concepts across various institutions, such as marriage and family, education, religion, work, the media, and political and economic systems. It also addresses social identities, such as race, ethnicity, sex, gender, age, and health. Basic vocabulary of the discipline and research methods for social science are examined. A major research paper and various shorter assignments are required.

SOC 201/ Principles of Sociology II

3 Credit Hours

Prerequisite: SOC 101 or Consent of Instructor

As the intermediate course in the Principle of Sociology series, SOC 201 examines social institutions in greater depth than SOC 101. A cross-cultural examination of various constructs, such as marriage and family, race, ethnicity, religion, crime and deviance, and current topics of interest are included. A major research paper is required as well as topical projects of interest.

SOC 210/ Fundamentals of Social Psychology

4 Credit Hours

See PSY 210.

SOC 220/ Medical Sociology

4 Credit Hours

Prerequisite: SOC 101 or Consent of Instructor

Medical Sociology, also known as the Sociology of Health and Illness, is a survey course that covers the definitions and interactions of health, wellness, illness, healthcare, and the American medical system. The relationships of social class and the social stratification of society as well as such societal institutions as the political-economic system, education, rural-urban differences, and religion are studied. Additional topics of discussion include: medical and sociological models of illness, individual experience of illness, medicalization- demedicalization of illness, as well as the current access and types of healthcare delivery systems. The role of science in medical care, current issues in medical ethics, and the nature and current issues of third party payers are also examined.

ADDITIONAL COMPLAINT PROCEDURES

Northwest Suburban College is seeking accreditation with the Accrediting Bureau of Health Education Schools (ABHES). As such, complaint procedures as required by ABHES are detailed below.

All complaints must be submitted in writing using the ABHES Complaint Form available from ABHES or at www.ABHES.org. The written complaint and supporting documentation must be emailed to, info@abhes.org or mailed to:

ABHES
7777 Leesburg Pike, Suite 314
North Falls Church, VA 22043

PROGRAM CHANGE DISCLOSURES

Northwest Suburban College is approved by the Illinois Board of Higher Education (IBHE) as a degree-granting institution and the Private Business and Vocational Schools Division of the Illinois Board of Higher Education (IBHE:PBVS) for its allied health programs. The College is also an approved testing site for the National Health career Association (NHA) for each of its applicable allied programs.

The College was accredited since August 2014 through the Accrediting Council for Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). Effective November 16, 2017, NWSC is not accredited by ACICS and is pursuing alternative accreditation with regional and national accrediting agencies.

Effective April 26, 2017, Northwest Suburban College is not offering the Bachelor of Science in Biology or Bachelor of Science in Chemistry programs. References to these programs have been removed from this revised Catalog version