



Belmont Abbey  
COLLEGE

GRADUATE BULLETIN  
2021-2022



## **Mission Statement**

Our mission is to educate students in the liberal arts and sciences so that in all things God may be glorified. In this endeavor, we are guided by the Catholic intellectual tradition and the Benedictine spirit of prayer and learning. Exemplifying Benedictine hospitality, we welcome a diverse body of students and provide them with an education that will enable them to lead lives of integrity, to succeed professionally, to become responsible citizens, and to be a blessing to themselves and to others.

## **Accreditation**

Belmont Abbey College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Anyone with questions concerning the accreditation of Belmont Abbey College may contact the Commission on Colleges at 1866 Southern Lane; Decatur, Georgia 30033-4097, or call 404-679-4500. Belmont Abbey College is also a member of the North Carolina Independent Colleges and Universities.

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## **Admission Information and Policies**

Applications for admission are accepted year-round and are reviewed on a rolling basis. For priority consideration, please apply by the following suggested deadlines:

- July 15 to begin classes in the fall semester.
- December 1 to begin classes in the spring semester.

To be considered for admission to the graduate school, the applicant must meet specific program requirements and hold a bachelor's degree from an accredited college or university with at least a 3.0 cumulative grade point average (although some programs may require a higher GPA). Based on an applicant's background, the program director may require registration in specific foundational coursework and/or limit the number of credits for enrollment during the student's first semester.

To be considered for the *Master of Health Administration* you must:

1. Submit official transcripts from undergraduate institutions attended.
2. Demonstrate conferral of an undergraduate degree from an accredited institution with a minimum cumulative grade point average of 3.0.
  - a. Applicants with an undergraduate cumulative grade point average of less than a 3.0 are invited to apply for conditional admission. Students whose background and experience provides a strong foundation for critical thinking, quantitative reasoning, and healthcare practice are positioned well for success in completing the MHA requirements. Applicants who may be lacking foundational educational background, experience, or acquired knowledge may be considered for conditional admission at the discretion of the Program Director. Applicants in this category are encouraged to provide GMAT or GRE scores to strengthen the application submission.
3. Submit a current resume or curriculum vitae.

To apply for the Master of Health Administration you must submit the following:

1. Application for admission [www.belmontabbeycollege.edu/graduate](http://www.belmontabbeycollege.edu/graduate).
2. Official undergraduate transcripts.
3. Resume or curriculum vitae.

- International applicants, or applicants whose first language is not English, must submit official scores for the Test of English as a Foreign Language (TOEFL) exam with a minimum score of 550 on the PBT OR 79 IBT.

## Acceptance

After review of applicant’s credentials by the Director of the program, applicants are notified in writing of the admission decision as follows:

- Admission is granted unconditionally.
- Admission is granted conditionally with the caveat that the student must earn grades of B or higher in the first six credits earned.
- Admission is denied

## Costs and Financial Aid

### Tuition and Fees

Application fee.....	50.00
Tuition, per credit hour.....	\$695.00

### College Refund Policy

Graduate programs at Belmont Abbey College do not have a drop/add period. Students have until the first day of class to drop courses for a refund. There is no refund once classes have met.

### Academic Requirements for Receiving Financial Aid

For a student to be eligible to receive financial assistance from Title IV Federal funds (Federal Direct Student Loans), he/she is required to make satisfactory academic progress.

**When is Satisfactory Academic Progress Evaluated?** Belmont Abbey College evaluates satisfactory academic progress at the **end of each semester**. Students will be notified via their Abbey email account if after their evaluation; they are determined to not be making satisfactory academic progress.

### Criteria for Determining Satisfactory Academic Progress

A student ***must complete*** 67% of the cumulative credit hours attempted **AND** must have received a minimum 3.0 cumulative GPA.

**Additionally, a student must be making progress toward graduation as follows:**

- **Degree Completion:** Graduate degrees at Belmont Abbey College consist of 36 credit hours – a maximum of three and a half years or 7 semesters to complete **36 hours** and receive Title IV federal student aid. Progress will be measured by dividing the cumulative number of hours you have completed by the cumulative number of hours you have attempted. This calculation includes any hours you transferred in. Students must progress at a pace of 67% per semester.
- Any part-time hours will count in the maximum time frame calculations above.
- Hours are counted for all terms, even terms in which the student did not receive financial aid

**It is important to understand how various grades and enrollment decisions impact your Satisfactory Academic Progress calculations.**

### **Withdrawing, Dropping a Class, Incompletes, Transfer of Credits**

1. Withdrawing from a class: This could cause the student to fail to make Satisfactory Academic Progress by reducing the number of hours completed. Please see the Financial Aid Office for advice prior to withdrawing from a class.
2. Dropping a Class during drop add – Dropping a class and not replacing it with another class could cause the student to fail to make Satisfactory Academic Progress. Please see the Financial Aid Office for advice prior to dropping a class.
3. Incompletes- Incompletes must be completed with an assigned letter grade by the end of the following semester. Failure to do so could result in a student failing to make satisfactory academic progress.
4. Transfer of Credits - Any credits transferred into Belmont Abbey College will be used to calculate progress toward graduation (see above).
5. Summer Courses – Summer Session hours attempted and earned will be included in the calculation of Satisfactory Academic Progress as for any other term.

**Note:** No credit is given for W or I grades. The grading system and calculation of GPA are explained in the Academic Catalogue.

### **What are the consequences of not meeting the Satisfactory Academic Progress Requirements listed above?**

If a student fails to meet any one of the requirements stated above at the end of a semester, he/she will be considered not making satisfactory academic progress and will not be eligible for financial aid for the upcoming semester unless the student successfully appeals to the Financial Aid Review Committee and is put on Financial Aid probation.

Once a student is placed on financial aid probation, they have one semester to attain satisfactory academic progress or they will forfeit all financial aid the following semester. Students are allowed one satisfactory academic progress appeal.**Appeals**

## Appealing to the Financial Aid Review Committee

**IMPORTANT:** In order for an appeal letter to be considered, it must be written by the student him or herself and submitted to the Financial Aid Office prior to the submission deadline, as indicated in your Satisfactory Academic Progress letter. Appeals must also contain the following information:

1. Your description of the extenuating circumstances that you believe prevented you from meeting the Satisfactory Academic Progress (SAP) standards. Examples of extenuating circumstances include but are not limited to the following:
  - Unexpected death or major hospitalization of an immediate family member.
  - Extended hospitalization or medical condition of the student
  - Victimization of a violent crime or natural disaster

Examples that are **NOT considered** extenuating circumstances include, but are not limited to the the following:

- Work conflicts or lack of transportation to school
  - The time of day the class is being held
  - The professor who is teaching the course
2. Your Plan of Action – what you will do to resolve the cause of the circumstance which led to unsatisfactory academic progress.
  3. Your contact information. Provide us with a telephone number and email address.
  4. Copies of supporting documentation such as doctor's letters/bills, death certificate, obituary, police reports etc.

### **Submitting Your Appeal**

You must submit your appeal via email (*remember to attach any supporting documentation*) to [SAPappeal@bac.edu](mailto:SAPappeal@bac.edu) by the cutoff date listed on your Satisfactory Academic Progress letter. Appeals sent to any other email address will not be reviewed by the Financial Aid Review Committee.

### **After Submitting Your Appeal**

Your appeal will be reviewed within 2 weeks of the deadline listed to submit your appeal. The review of your appeal may take longer during peak periods. You will be notified via your Belmont Abbey College email account of the committee's decision. The decision of the committee is final.

During the review process the following factors may be considered:

1. Validity of reasons for failing to meet SAP standards
2. Resolution of the problems leading up to your failure to meet SAP standards.
3. Prior academic history (credits earned vs credits attempted, GPA, number of repeats, etc.)
4. Any correspondence from your academic advisor
5. Your demonstrated motivation to succeed.
6. Quality of the appeal.
7. Quality and thoroughness of supporting documentation.

## **Graduate Academic Policies**

Policies and procedures for graduate studies at Belmont Abbey College are intended to protect the integrity of the degree granted, ensure satisfactory academic progress for students, and to prevent delays and misunderstandings.

All students, whether enrolled in online or face-to-face programs are responsible for being thoroughly familiar with all policies and procedures as well as the requirements of the degree program. This catalog should be consulted regularly. Students who have questions about requirements or procedures should consult their adviser or the Office of the Registrar.

### **Course Numbers**

All graduate courses are numbered 500-699.

### **Course Modality**

#### **What is the "modality" of a course?**

A course's modality refers to how instruction for the course is delivered to students.

#### **What are the course modalities offered by Belmont Abbey College?**

Belmont Abbey College offers four different course modalities:

1. In person – live classes taught in a campus classroom.
2. Hybrid – live classes taught both in campus classroom and online.
3. Online Synchronous – live classes taught online at a specific time.
4. Online Asynchronous – no live classes; instruction occurs virtually through pre-recorded videos and/or other materials.



## **Belmont Abbey College Credit Hour Policy**

### *Traditional Lecture and Seminar Courses*

Belmont Abbey College uses the Carnegie Unit as the minimum standard for assigning credit hours. One credit hour therefore requires at least 50 minutes of classroom instruction (recitation, lecture, discussion, testing or evaluation, seminar or colloquium) and two hours of student preparation outside the classroom each week for a fifteen-week semester.

### *Nontraditional Lecture and Seminar Courses*

Lecture and seminar courses offered in nontraditional formats require the same competencies and learning outcomes as those offered in a traditional fifteen-week semester and an equivalent of forty-five hours of work for each unit of credit. Students enrolled in nontraditional courses should expect substantial amounts of work outside the classroom to meet the same competencies and learning outcomes as those required in a traditional course.

### *Online / hybrid courses*

Courses offered in other modes (such as fully online or mixed hybrids of online and seated work) that do not maintain the same number of contact hours award equivalent credit so long as one of the following criteria is met: a. the course covers the same material in the same depth as a seated version of the same course; or, b. the course has been evaluated by the department and by the Academic Affairs Committee (AAC) for content and rigor, and both the department and the AAC have approved the award of credit. Approval must be received and documented prior to the start of the term in which the course is offered.

## **Grading System**

Grades and their point values are as follows:

### **GradeQuality PointsGradeQuality Points**

A 4.00      B 3.00

C 2.00      F 0.00

The highest passing grade of A is awarded for distinguished course work. The low passing grade of C is awarded for work that is minimally acceptable at the graduate level. D grades are not awarded nor are they accepted in required undergraduate courses. The failing grade of F is given for work that is unsatisfactory.

## **Registration and Advising**

Students at Belmont Abbey College use a web-based registration system to register and make schedule adjustments. New or readmitted students will select and register for courses with the assistance of the Program Director. During subsequent terms, students must process their own registrations.

New and readmitted graduate students will receive an acceptance package from the Program Director that will include information on accessing the student's self-service account. If necessary, students should contact the Director to schedule an advising appointment. Students can contact the Office of Information Technology (IT) at [support@bac.edu](mailto:support@bac.edu) for assistance with their username/password.

Students can access a variety of personal academic information through self-service, <https://selfservice.bac.edu/SelfService/Home.aspx> including student schedule, grade report, and academic record (transcript).

The Belmont Abbey Registrar's Office site, <https://www.belmontabbeycollege.edu/academics/office-of-academic-affairs/#registrar> , contains information about academic calendars, transcript requests, and the academic catalogue.

Students assume financial and academic responsibility for each registered course. Withdrawing does not automatically absolve a student's financial responsibility for his or her educational expenses. It is a student's responsibility to follow withdrawal and registration procedures according to policy. Discontinuing attendance or notifying an instructor of a status change does *not* constitute a drop or withdrawal. If a student fails to complete the appropriate process, he or she will receive the grades(s) assigned by the instructor(s) of record and will be billed accordingly.

### **Repeating a Course**

Students may retake any course in the graduate programs. If a student retakes a course, the original grade will continue to appear on the transcript, but in the computation of the cumulative grade point average the new grade will replace the original. This policy will apply regardless of whether the new grade is higher or lower than the first.

If a student repeats a course that was originally passes (with a grade of C- or better), no additional credits will be earned.

### **Withdrawing from a Course**

For 8 week classes, the deadline to withdraw is Friday of the 5<sup>th</sup> week of class.

For 15 week classes, the deadline to withdraw is the Friday of the 11<sup>th</sup> week of class.

A grade of "W" will appear on the student's transcript and there will be no refund of tuition. Withdrawal forms are available in the Registrar's office, and on self-service. Withdrawals may be emailed to [registrar@bac.edu](mailto:registrar@bac.edu)

## Time Limits

<b>If you started during</b>	<b>Your time expires end of</b>	<b>If you started during</b>	<b>Your time expires end of</b>
Fall 2021	May 2028	Fall 2023	May 2030
Spring 2022	December 2028	Spring 2024	December 2030
Fall 2022	May 2029	Fall 2024	May 2031
Spring 2023	December 2029	Spring 2025	December 2031

## Transfer of Graduate Credit from Other Institutions

Students may transfer a maximum of six hours of graduate-level credit from another accredited institution, subject to approval by the program director.

- Transfer courses must be compatible with the graduate program curriculum.
- Students must have earned a grade of B in the course to be considered for transfer credit.
- Non-academic courses (seminars, workshops, etc.) are not acceptable as graduate transfer credit.
- To be considered, requests for transfer of credit must be made in writing in conjunction with receipt of official transcripts.
- The request to transfer credits must be made prior to completion of 18 semester hours of the Belmont Abbey program.
- Courses must be taken within the seven (7) year time limit for the program.

Grades earned in transferred credits are not calculated in the student's grade point average and will appear on the transcript as "TR."

## Academic Probation

Should a student's cumulative grade point average (GPA) fall below a 3.0, he or she will be placed on academic probation until such a time as his or her cumulative GPA rises to a 3.0 or above. The director of the program will notify the student of the probationary status in writing. Students who do not maintain a minimum cumulative GPA of 3.0 for two sessions will be academically dismissed from the program.

## Degree Requirements

1. Completion of all required coursework within seven (7) calendar years from the date of initial enrollment.
2. A cumulative GPA of 3.0 or greater must be attained in all graduate work.

3. A maximum of six (6) semester hours of C will be accepted. If a student receives C grades in more than six hours, he or she will not be allowed to take any additional graduate class(es) until after he or she has repeated one or more of the C courses and successfully raised that grade.
4. Completion of all graduate coursework and capstone project with presentation to combined faculty and workplace audience.
5. Degree candidates must complete the *Graduation Application* for the Office of the Registrar, in accordance with published deadlines.

## **Student Complaint Policy**

In the words of St. Benedict, by drawing up these regulations, “we hope to set down nothing harsh, nothing burdensome” (RB prol. 46). Benedictine institutions in general should be characterized by flexibility and the discernment of individual situations in the application of rules. To that end, the following policy applies when a student believes that the application of the rules in this Handbook creates a substantive injustice as well as when a student believes that they have been treated unfairly.

Belmont Abbey College is committed to treating all members of its community with justice and respect and makes every effort to resolve student complaints fairly and quickly, with due regard for all parties involved.

The College seeks to promote a community of mutual trust, good faith, and courtesy among students, faculty, and staff. However, if any student has a complaint about the institution or some aspect of it or believes he or she has been treated unjustly or in violation of College policies, he or she may file a complaint with the College and expect the matter to be resolved appropriately.

The vast majority of conflicts and misunderstandings can be resolved without pursuing the formal complaint procedure. Accordingly, the College encourages students to seek resolution informally by first discussing the complaint with the individuals directly involved and/or a direct supervisor.

Students are encouraged to pursue the issue orally and by e-mail correspondence through appropriate administrative channels of the area with which the complaint is concerned. In keeping with the Catholic and Benedictine ideal of subsidiarity, our aim is to resolve complaints at the closest and lowest relevant level.

If a satisfactory resolution is not reached by these informal means or if a situation does not lend itself to informal resolution, students may seek resolution through the formal complaint process. Students should normally attempt resolution of the issue through the informal process before pursuing the formal complaint procedure. Students may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints; however, Belmont Abbey’s response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits a formal written complaint.

### ***Formal Complaint Procedure***

Formal complaints must be filed within a reasonable time frame whenever possible, usually within ten days if there was a specific incident. College officials will make reasonable efforts to give an initial response to complaints within ten working days of receipt, although the process of resolving a complaint may take longer.

Formal complaints must:

- 1) Specify that a formal complaint is being made, and be addressed to the appropriate College official; a printed letter signed by the individual is preferred
- 2) Describe the situation/incident/event and identify the person or office involved
- 3) If relevant, indicate how attempts have already been made to resolve the issue

Formal complaints should be submitted to the appropriate administrator.

The administrator receiving the complaint will either attempt to resolve and respond to the complaint directly or route the complaint to the director/chair of the appropriate department. The student will receive a response in writing within ten working days.

If the complaint was routed to a chair/director, and the student believes that the complaint has not been satisfactorily resolved, he or she may raise the matter again, in writing, with the appropriate administrator, who will give a response within ten working days.

### ***Academic Complaint Appeals***

In academic matters, the decision of the Provost is final. Matters of academic dishonesty or grade appeals have their own procedures, specified below.

### ***Non-Academic Complaint Appeals***

In the event that a student continues to believe that a grievance exists in a non-academic matter, the student may send a written appeal to the Grievance Committee in care of the President's Office. The President's Office will forward the complaint to the Chair of the Grievance Committee, who will then convene the committee in accordance with the requirements specified in the *College Handbook*.

### **Academic Dishonesty Procedures**

In accordance with the moral and academic standards of Belmont Abbey College, scholastic dishonesty of any kind will not be tolerated. Academic dishonesty includes plagiarism (the appropriation of passages from the writing of another as one's own), collusion (improper collaboration with another in preparation of notes, term papers, or other written work), cheating (giving or receiving, offering or soliciting information, or using illicit material in an examination or quiz), or fabrication of sources used in a paper and included in its bibliography.

Stern disciplinary action will be taken against any student who is found guilty of scholastic dishonesty, and penalties levied will be clearly stated in each course syllabus. At the discretion of the instructor, a student may receive a grade of F for the work on which there was dishonesty, or the student may receive an F for the entire course. If a student receives an F for a course, the student may not drop the course to avoid the F grade.

### *General Procedures*

An instructor who believes a student has committed an act of academic dishonesty must schedule a meeting with the student within ten (10) calendar days after discovery to discuss the alleged violation and give him or her the chance to explain the circumstances. If the instructor considers the offense to be unintentional, the student may be given a formal warning accompanied by a course specific sanction (additional assignment, written apology, etc.)

Most offenses will require more rigorous sanctions. In these cases, after conferring with the student, the instructor will send the work in question to the Program Director accompanied by a standard form which outlines the violation and the penalty and indicates whether the student acknowledges the dishonesty and agrees with the sanction. The Program Director will review the case, as well as any previous violation(s) the student may have on file. After compiling and reviewing the materials, the Program Director will submit the case to the Vice Provost for Academic Affairs (or their designate) who will review the case. The Vice Provost has the authority to sustain, increase, diminish, or nullify the penalty. The Vice Provost will inform the student if there is any change in the original sanction.

If review of the standard form indicates that the student does not acknowledge the dishonesty and/or agree with the sanction, the Vice Provost will notify the Program Director and the student upon receipt of the documents from the instructor. If the incident in question is an egregious offense as determined by the Vice Provost or if the student is a habitual or repeat offender, the Vice Provost may bring the case directly to the Academic Integrity and Discipline Committee or dismiss the student from the College without further adjudication.

### *Appeal Process*

Students who believe that they have been unjustly accused of academic dishonesty may write a formal letter of appeal and deliver it directly to the Office of the Provost with a copy to the Program Director and the instructor of the course. This must be done within ten (10) calendar days following the Vice Provost's notification of receipt of the material referred to in the preceding paragraph. A written response from the Vice Provost will be made to the student within one (1) calendar week of receipt of the student's appeal letter. If the student still believes that he/she was treated unjustly, he/she may write a formal letter of appeal to the Provost within one (1) calendar week of receiving the response from the Vice Provost. This letter must be delivered to the Provost, who will direct it to the committee. The student's entire disciplinary file will be released from the Office of Academic Affairs to the Provost for this final adjudication process. The decision of the Provost Committee is final and cannot be appealed.

Note: The use of technological devices to perpetrate acts of academic dishonesty will be punished in the same way as other violations of the College's policy on academic honesty.

## **Grade Appeals**

If a student considers a final grade to be inaccurate or based on an unfair application of course policies, he or she should ask the professor to review the course grade within thirty (30) days of the end of the semester in which the grade was awarded. If the professor determines that a grade change is justified, the professor will submit a request using a standard form to the Vice Provost for Academic Affairs (VPAA) for approval. If the change is approved, the new grade will be reported to the Registrar. Requests for a grade change must be based on the student's belief that the final grade was inaccurate or based on an unfair application of course policies. Requests for the purpose of avoiding academic probation, suspension, or dismissal, or to preserve eligibility for financial aid, graduation, scholarships, or academic honors will not be considered.

If after requesting a grade change, students wish to appeal the professor's decision, they may submit a request for a review to the Program Director. (Appeals of a grade given by the Program Director are handled by the Vice Provost for Academic Affairs according to the following procedure.) As part of this review, students must submit a written appeal to the Program Director within the first four (4) weeks of the semester following the semester in which the grade was received. Using the syllabus and the relevant material submitted for the course, the appeal must show evidence that the grade in question is inaccurate or that course policies have been unfairly applied. The Program Director will then conduct an investigation, speak with the student and professor, and attempt to resolve the dispute. The Program Director will render a decision in writing to the student within ten (10) business days of receiving the student's written appeal. Failing a resolution at this level, the student may, within ten (10) business days of receiving the Program Director's letter, appeal the decision to the Vice Provost for Academic Affairs (VPAA). The VPAA makes the final decision. Absent extraordinary circumstances, the VPAA will send a written decision to the student within fourteen (14) business days of receiving the student's appeal letter.

## **Program of Study**

The Master's of Health Administration (MHA) program consists of 36 credit hours of courses.

## **Curriculum**

- HA 601 United States Healthcare Systems
- HA 602 Catholic Healthcare Leadership and Ethics
- HA 603 Organizational Behavior and Communication in Healthcare
- HA 604 Managing Healthcare Services Org & Systems
- HA 605 Healthcare Quantitative Analysis

- HA 606 Healthcare Human Resource Management
- HA 607 Healthcare Financial Management and Reimbursement Systems
- HA 608 Community Health Law and Policy
- HA 609 Healthcare Marketing
- HA 620 Health Informatics
- HA 699 Healthcare Strategy Capstone

## **Course Descriptions**

**HA 601 United States Healthcare Systems (3)**

Students will learn about the growing and diverse healthcare industry. Topics will include healthcare history, management, reimbursement, and other areas to understand how healthcare is delivered in the U.S.

**HA 602 Catholic Healthcare Leadership and Ethics (3)**

Students will examine the Catholic teachings applied to healthcare, healthcare leadership, and healthcare ethics. The course considers how both bioethical dilemmas, and the values, principles, rights, etc. that serve as their foundation, are shaped by patients' and health professionals' cultural values and beliefs about concepts of self/personhood, body, life, and death. The course will assist students in developing ethical frameworks for leadership in a healthcare organization.

**HA 603 Organizational Behavior and Communication in Healthcare (3)**

This course examines the nature of human behavior in the workplace and examines motivation, leadership, workplace conflict, power, and other areas. Special emphasis will be on application of these topics in the healthcare industry.

**HA 604 Managing Health Services Org & Systems (3)**

Major issues associated with the current and future organization and delivery of health services in the United States will be examined. Guided by continuous quality and performance improvement models, the course explores concepts and applications of organization and management in the health sector.

**HA 605 Healthcare Quantitative Analysis (3)**

During this course, students will learn statistical analysis and use of data to make sound managerial decisions for continuous improvement of the organization.

**HA 606 Healthcare Human Resources Management (3)**

Healthcare Human Resource Management examines the complex issue of HR in a healthcare setting. Topics will include HR law, HR ethics, employee retention and recruitment, motivation and evaluation of employees, sexual harassment, and HR policy training and development.

**HA 607 Financial Management and Reimbursement (3)**

This course provides an overview of financial management, including sources of revenue, expenses, and budgeting in healthcare. A particular focus will be on the healthcare reimbursement system to navigate this system for maximum and timely profit for the organization.



**HA 608 Community Health Law and Policy****(3)**

This course examines the forces of change in society as they affect health policy formulation and implementation, including the role and influence of political structures and healthcare law. The relationship between social issues, personal values, and bioethics as it relates to healthcare policy will be discussed.

**HA 609 Healthcare Marketing****(3)**

This course examines the unique challenges and differences in marketing in healthcare. Topics include social media marketing, market segmentation, strategy, analytics, and measuring marketing effectiveness.

**HA 610 Health Informatics****(3)**

Healthcare Informatics and Analytics provides a foundation for designing databases and analyzing healthcare data to enhance clinical and administrative decision making. Topics include database analysis, SQL, datamining, and other areas.

**HA 699 Healthcare Strategy Capstone****(6)**

A capstone course guiding the students' synthesis and application of strategic planning, health informatics, and related management concepts in a consultative comprehensive project. Scholarly proficiency and mastery of health informatics will be demonstrated in a written project report, with a presentation delivered to a professional audience. Students apply foundational knowledge to theoretical and practical applications with guidance from the instructor and an external health care leader. **Only offered as a 16 week course.**

## Confidentiality of Student Records

Belmont Abbey College, following the requirements of the Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their records. FERPA is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high-school level.** Parents and eligible students who need assistance or who wish to file a complaint under FERPA or PPRa should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

1. The College maintains records for each student that include name; address; student identification number; information on parents, guardian, or spouse; general information on academic status at the College; previous school data; results of standardized admission examinations; courses previously taken or being taken; credits; and grades. Applicants for financial aid have an additional file for those records.

2. The Registrar is responsible for maintaining all of these records except for those involving financial aid. The records maintained by the Registrar are also available to the Vice President for Academic Affairs, the Assistant Dean for Academic Affairs, the Dean of Student Life, the Director of Financial Aid, the faculty of the College, and their respective staff members for the normal academic and business purposes of the College. Records involving financial aid are maintained by the Director and staff of Financial Aid, the Vice President for Academic Affairs, and the Committee on Scholarships for the purpose of granting and administering the College's financial aid programs. All of these records are also available to such other organizations and persons as are entitled to them under Part 99 of the Code of Federal Regulations. None of these records nor any personally identifiable information contained therein, other than Directory information (see below), is made available to anyone, other than the student, without written consent. When consent is required and given, the student, upon request, may receive a copy of the records to be released.

Personal and Discipline records are maintained by the Dean of Students and are available to the Student Life staff and Disciplinary Committee as needed. The College keeps a record, available to the student and kept with the Personal file, of all persons and organizations, other than those authorized within the College, who request or obtain access to the files. This record specifies the legitimate interest of each person or organization that obtains access to the records.

3. Students may inspect their academic transcripts during normal working hours. To see other records, students must provide a written request to the Registrar, the Director of Financial Aid, or the Dean of Student Life, as appropriate. A mutually convenient time will be arranged within ten (10) working days after receipt of the request for the student to examine the records in his or her file. At that time, the student may examine all records in his or her file with the exception of those specifically exempted by Part 99 of the code of Federal Regulations. All reasonable requests for explanations or interpretations of the records will be honored.

If inaccurate, misleading, or otherwise inappropriate data are found in the records, they will be promptly corrected or deleted. The student also has the right to insert into his or her records a written explanation respecting the contents of such records. If the student and the Registrar, the Director of Financial Aid, the Dean of Student Life, or their deputies do not agree on any items contained in the records, the student may submit a written request to the Chief Academic Officer for a hearing to challenge the content of the records. The Chief Academic Officer will schedule such a hearing within thirty (30) days after receipt of the request and will notify the student well in advance of the date, time, and place of the hearing. The hearing will take place before a board composed of the Chief Academic Officer and the Dean of Student Life (or their designated alternates), and at least one disinterested member of the faculty who shall be appointed by the Chief Academic Officer. None of those hearing the challenge may have a direct interest in the outcome. Students will be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney. The decision of the board on the correctness of the record, as determined by majority vote, will be in writing and will be final. This decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and reasons for the decision.

If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the College shall amend the records accordingly and so inform the student in writing. If, however, as a result of the hearing, the College decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the College shall inform the student of its right to place a statement in the records commenting on the information in question and/or setting forth the student's reasons for disagreeing with the College's decision.

4. The College considers the following to be Directory information: student's name; hometown address; student's local address; telephone listing; email address; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student. Students may request that they not be listed in campus directories by submitting a written statement to the Chief Academic Officer to that effect. Students electing this option should be aware that their decision means that the College can neither list their names in the graduation bulletin for Commencement, nor verify their degree completion for a prospective employer, nor have their names published in the media for academic recognitions like the Dean's List and the President's List. Students choosing to not be listed in campus directories are required to inform the Chief Academic Officer in writing by December 1 for the fall semester, and by May 1 for the spring semester.

5. No student can be required, or will be asked, to waive rights under Part 99 of the Code of Federal Regulations. However, a student may voluntarily waive right of access to confidential statements made by third parties respecting admission to educational agencies or institutions, applications for employment, or the receipt of an honor or honorary recognition. In case of a waiver, the confidential statements will be used solely for the purposes for which they were specifically intended, and the student will, upon request, be notified of the names of all persons making such confidential statements.

6. The College reserves the right, after a five (5) year period, to destroy any and all records that it maintains on a student, except to the extent that the law requires their maintenance for a longer period of time.



**BELMONT ABBEY COLLEGE  
BOARD OF TRUSTEES  
2020-2021**

**Brother Tobiah Abbot, O.S.B.**  
Member of Belmont Abbey Monastery

**The Honorable Robert J. Conrad, Jr.**  
United States District Judge  
Western District of North Carolina

**Mr. Chuck Cornelio**  
President (Retired), Lincoln Financial Group

**The Rev. Elias Correa-Torres, O.S.B.**  
Adjunct Professor of Physical Science  
Member of Belmont Abbey Monastery

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**Mr. Nicholas Omirly**  
Principal, Bannockburn Global Forex, LLC

**Mrs. Silvia Rodriguez**  
CPA

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Abbot, Belmont Abbey College  
Chancellor, Belmont Abbey College  
Member of Belmont Abbey Monastery

**Dr. William K. Thierfelder (Ex-Officio)**  
President, Belmont Abbey College



# BELMONT ABBEY COLLEGE

## MAIN CAMPUS



100 Belmont-M1 Holly Road  
Belmont, NC 28012  
P: 704 461 6700  
TF: 888 222 0110  
www.belmontabbeycollege.edu



### LEGEND

- |  |  |   |   |                                       |
|--|--|---|---|---------------------------------------|
| 1. Mary Help of Christians Basilica  | 4. Music Building  | 11. Chi Rho House/Facilities  | 16. The Gratitude Bell  | 24. Mike & Bonnie Reidy Tennis Center |
| 2. Belmont Abbey Monastery   | 5. St. Leo Hall<br>The Catholic Shoppe<br>Campus Bookstore<br>Grace Auditorium | 12. St. Benedict Residence Hall   | 17. Poellath Residence Hall                                       | 25, 27, 31, 32 Practice Fields        |
| 3. Robert Lee Stowe Hall<br>Office of the President<br>Academic Affairs<br>Athletic Administration<br>Business Office<br>Campus Reception<br>College Relations<br>Human Resources<br>Institutional Research<br>IT Services & Help Desk | 6. Holy Grounds Coffee Shop & Cafe   | 13. St. Scholastica Residence Hall  | 18. O'Connell Residence Hall<br>Residence Life<br>Campus Ministry | 26. Alumni Field                      |
|  | 7. The Haid Theater & Ballroom<br>The Wellness Center (lower level)            | 14. Abbot Walter Coggin Student Center<br>CRUSADER SUCCESS HUB<br>Admissions, Registrar,<br>Financial Aid, Student Accounts,<br>Campus Tours<br>Student Activities Center<br>Campus Post Office | 19. St. Joseph Adoration Chapel                                   | 28. Baseball Field                    |
|  | 8. Abbot Vincent Taylor Library<br>Academic Resource Center                    | 15. Dining Hall   | 20. Raphael Arthur Residence Hall<br>Campus Safety and Police     | 29. Intramural Sports Field           |
|  | 9. William Gaston Science Building   |   | 21. Monastery Cemetery  | 30. Softball Field                    |
|  | 10. Lowry Alumni House<br>Alumni Office  |   | 22. Cuthbert Allen Apartments                                     | 32. New Residence Hall (Fall 2020)    |
|  |  |   | 23. Wheeler Center<br>Coaches, Basketball Court                   | 33. New CaroMont Hospital (2023)      |
|  |  |   |   | 34. The Belmont House (private)       |
|  |  |   |   | 35. MiraVia                           |

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**Belmont Abbey**  
COLLEGE

### LEGEND

- |  |  |  |   |   |
|--|--|--|---|---|
| 1. Mary Help of Christians Basilica  | 4. Music Building  | 10. Lowry Alumni House<br>Alumni Office<br>Admissions/Reception Office   | 15. Dining Hall   | 23. Wheeler Center<br>Coaches, Basketball Court |
| 2. Belmont Abbey Monastery   | 5. St. Leo Hall<br>The Catholic Shoppe<br>Campus Bookstore<br>Grace Auditorium | 11. Chi Rho House/Facilities   | 16. The Gratitude Bell  | 24. Mike & Bonnie Reidy Tennis Center           |
| 3. Robert Lee Stowe Hall<br>Office of the President<br>Academic Affairs<br>Athletic Administration<br>Business Office<br>Campus Reception<br>College Relations<br>Human Resources<br>Institutional Research<br>IT Services & Help Desk | 6. Holy Grounds Coffee Shop & Cafe   | 12. St. Benedict Residence Hall  | 17. Poellath Residence Hall                                       | 25, 27, 31, 32 Practice Fields                  |
|  | 7. The Haid Theater & Ballroom<br>The Wellness Center (lower level)            | 13. St. Scholastica Residence Hall   | 18. O'Connell Residence Hall<br>Residence Life<br>Campus Ministry | 26. Alumni Field                                |
|  | 8. Abbot Vincent Taylor Library<br>Academic Resource Center                    | 14. Abbot Walter Coggin Student Center<br>CRUSAIDER SUCCESS HUB<br>Admissions, Registrar<br>Financial Aid, Student Accounts<br>Student Activities Center<br>Campus Post Office | 19. St. Joseph Adoration Chapel                                   | 28. Baseball Field                              |
|  | 9. William Gaston Science Building   |  | 20. Raphael Arthur Residence Hall<br>Campus Safety and Police     | 29. Intramural Sports Field                     |
|  |  |  | 21. Monastery Cemetery  | 30. Softball Field                              |
|  |  |  | 22. Cuthbert Allen Apartments                                     | 33. Proposed New Sports Complex                 |
|  |  |  |   | 34. The Belmont House (private)                 |
|  |  |  |   | 35. MiraVia                                     |