

# BERGIN COLLEGE *of* CANINE STUDIES



# CATALOG

August 2018 – July 2019

5701 OLD REDWOOD HIGHWAY, PENNGROVE, CA 94951 • (707) 545-3647

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## ***Welcome to Bergin College!***

***The College*** was incorporated in 1991 as the Bonnie Bergin Assistance Dog Institute and has been known as Bergin College of Canine Studies since 2007. Since our founding as an educational and research-oriented organization focusing on dogs and their positive synergistic relationship with humans, the direction has become increasingly academic, befitting the amazing abilities and dynamic capacity of the canine mind.

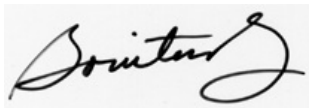
***The dog***, we now know, thinks, feels and reacts in ways very much like humans, which explains dogs' unique ability to fit into human society. And the plasticity, the versatility, the adaptability of the canine species is very much aligned with ours. So the time has come to elevate the dog to take his place beside humans, equines, bovines and other mammalian species as a specific subject of study at the College and College level.

***No animal does more for us***, none share a more intimate relationship with us, nor can any claim more years of alliance with us, than the dog — our partner, our friend, our helpmate.

***With a formalized, academic view of the dog*** and its human counterpart, we hope to enrich the understanding of the relationship that has inspired and fulfilled so many. We also hope to help people understand themselves better through insights and knowledge gained from theoretical and applied studies of dogs and dog-human interaction. With in-depth knowledge and insightful awareness, we also hope to help eradicate the horror of euthanasia of unwanted dogs while inspiring an expansion of the ways and means of canine/human partnerships.

***Thus it is to this relationship*** we dedicate our College and its future and invite you to help us achieve this goal through your donations, your attendance, and your belief in the need for this endeavor.

In dogs we trust,



Bonita M. Bergin, Ed.D., President



# **BERGIN COLLEGE OF CANINE STUDIES**

## **HISTORICAL BACKGROUND**

Bergin College of Canine Studies was founded in 1991 by Dr. Bonnie Bergin, the originator of the service dog concept and founder of Canine Companions for Independence (CCI) and the Assistance Dog United Campaign. The College is an educational and research institution concentrating on teaching and researching ways to “help dogs help people.” This approach differs significantly from that of CCI and other assistance dog organizations [many of whom employ or are operated by College graduates] whose mission is primarily that of producing and placing assistance dogs with individuals with disabilities.

After seventeen dedicated years invested in creating and building the service dog concept through CCI, Dr. Bergin had to face the uncomfortable truth that CCI could not even begin to meet the ever-growing need for service dogs. More needed to be done, and that “more” required educating people to start or assist the development of assistance dog programs in their own locales. Thus, the Bonnie Bergin Assistance Dog Institute was born in Santa Rosa, CA. In 2007, the Institute was renamed Bergin University of Canine Studies. The school is now known as Bergin College of Canine Studies. With several hundred graduates to date, many from outside of the United States, the College has met that initial goal, although the demand for service dogs still exceeds the supply.

Our curriculum of seven-week Service Dog Seminars expanded beyond the field of service dogs to include working and recreational dog programs. In 2001, working with the State of California’s Bureau of Private Post-Secondary Education, the College was approved to offer an Associate of Science degree program. The Master of Science degree program was approved in 2004 and the Bachelor of Science degree program was approved in 2006. The College is proud to be the first-ever academic institution to offer such degrees.

Placement of assistance dogs has been expanded to include dogs for children with autism, for people with hearing impairments and diabetic alert dogs. The Business and Companion Dog Studies (BCDS) degree program has also been added; it includes scent detection, agility, and operating dog training businesses as part of the curriculum. Significant growth in College offerings continues.

Bergin College received institutional accreditation in April 2010 from the Accrediting Council for Independent Colleges and Schools (ACICS). ACICS is a nationally recognized accrediting agency recognized by the Department of Education and the Council for Higher Education Accreditation (CHEA). Bergin College received institutional accreditation in June 2018 from the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a nationally recognized accrediting agency recognized by the Department of Education.

### **VISION**

To become more than an educational institution, more than a facilitator of revolutionary research. To become a lyceum that inspires the pursuit of a deeper understanding of the human-dog bond, to benefit society with new applications of that bond but also to seek a profound understanding of humanity’s relationship with dogs, and consequently, with the animal kingdom.

### **MISSION**

Our up-to-date, in-depth academic and applied coursework provides students the opportunity to expand their knowledge of the varied schools of human-canine partnerships; or through the diverse viewpoint provided by dogs as a model of humankind, to enhance knowledge for the students’ own career-oriented specialties.

## OBJECTIVES

### *To serve our students:*

- By providing up-to-date, in-depth, academic coursework about the dog and its human counterpart after whom the dogs' social, emotional, and cognitive capabilities were developed: Our programs are dedicated to providing high-quality education and training that leads to employment as competent, ethical professionals in canine or human industries. As a result of an associate of science, bachelor of science, or master of science degree, our students are taught a number of human or canine-related subjects that expand upon current professional knowledge and are applicable in numerous career or educational paths: assistance dog training, including hearing dogs, service dogs, and psychiatric service dogs; public dog training, such as obedience dog training, recreational dog training, hunting dog training, or scent detection dog training; dog walking; dog boarding; doggie day care; assisting or managing in county animal shelters, humane society shelters, and SPCA shelters; publishing; research methodology; dog product sales, vet assisting, fundraising, psychology, education, communication skills, genetics, canine health and nutrition, canine anatomy, breeding and whelping strategies, business, art, and disability care.
- By providing an opportunity to expand their knowledge for scholarly and career purposes: Our assistance dog curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes, and skills, which will enable them to become sought-after and desirable employees in any of the multitude of assistance dog programs throughout the United States and abroad. Guide dog, hearing dog, service dog, psychiatric service dog, diabetic service dog, and social/therapy dog programs seek trainers, client placement specialists, volunteer coordinators, breeding managers, kennel managers, fundraisers, public relations managers, general managers, and program directors.
- By providing knowledge and skills relating to various physical disabilities: Our curricular focus on human disabilities is designed to provide qualified individuals with the entry-level skills, knowledge, and attitudes to enable them to become sought-after and desirable employees in the human health care industry, as nurses' aides and attendants for individuals with disabilities.
- By providing placement assistance to help market acquired skills: Our business, PR, and marketing classes develop our students' skills in presenting themselves to potential employers through personal and product presentations, résumé writing, personal brochures, DVDs on their coursework and their dog training, and their public speaking skills. The faculty's unique knowledge of the assistance and working dog programs across the U.S. and abroad help advise career directions. Additionally, the library maintains a file on many programs including newsletters and programmatic information to help in the career search process.
- By maintaining avenues for continuing academic and professional growth: The College's professional growth courses for our graduates provide opportunities for advancement and promotions in businesses; writing; dog obedience; assistance dog training; and program management at guide and assistance dog organizations or schools; human health care; social services; teaching; counseling; fundraising, sales and marketing.

### *To serve employers:*

- By providing high-quality personnel with knowledge of the dog anchored in both theoretical and practical academia;
- By providing opportunities to input into a curriculum designed specifically to provide employees suited to the appropriate career; and
- By bringing together a community of constituents ultimately upgrading and improving their industries.

### *To serve the community:*

- By elevating the dog to a scholarly academic subject of study, thereby reducing the numbers of dogs killed each year; and
- By educating individuals about themselves and the dog such that new concepts will emerge, providing more opportunities for dogs to partner with humankind to the benefit of both.

# ACCREDITATION, APPROVALS, AND AFFILIATIONS

## **INSTITUTIONAL ACCREDITATION**

Accredited by the Accrediting Council for Independent Colleges and Schools and the Accrediting Commission of Career Schools and Colleges to award Associate's Degrees, Bachelor's Degrees, and Master's Degrees. The Accrediting Council for Independent Colleges and Schools and the Accrediting Commission of Career Schools and Colleges are listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street NE, Suite 980  
Washington, DC 20002-4241  
Phone: 202.336.6780  
Fax: 202.842.2593  
Website: <http://www.acics.org/>

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: (703) 247-4212  
Fax: (703) 247-4533  
Website: <http://www.accsc.org/>

## **INSTITUTIONAL LICENSE TO OPERATE**

Bergin College of Canine Studies is a private institution and is approved to operate by The State of California's Bureau for Private Postsecondary Education (BPPE). Approval to operate means that Bergin College of Canine Studies is in compliance with the California Private Postsecondary Education Act of 2009.

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, California 95798-0818  
Phone: **(888) 370-7589**; (916) 431-6959  
Fax: **(916) 263-1897**  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **CANINE ACCREDITATION**

Assistance Dogs International accredits Bergin College's Service Dog Program:

<https://www.assistancedogsinternational.org>

## **AFFILIATIONS**

Bergin College maintains memberships in numerous educational, professional and community organizations including: the California Association of Private Postsecondary Schools (CAPPS), Council for Higher Education Accreditation (CHEA), Western Association of College and College Business Officers (WACUBO), American Association of Collegiate Registrars and Admissions Officers (AACRAO), International Association of Human-Animal Interaction Organizations (IAHAIO), and California Association of Student Financial Aid Administrators (CASFAA).

## **TITLE IV — FEDERAL FINANCIAL AID**

Bergin College is recognized by the Federal Department of Education to participate in TITLE IV federal financial aid programs: <http://ope.ed.gov/accreditation/Search.aspx>

## **CALIFORNIA STATE APPROVING AGENCY FOR VETERANS EDUCATION**

Bergin College is recognized for the training of veterans using GI benefits for the degree programs only.

## **STUDENT AND EXCHANGE VISITOR PROGRAM (SEVP)**

Bergin College is authorized by the US Department of State to participate in the SEVP program for the degree programs only.

## **COLLEGE OWNERSHIP AND CONTROL**

Bergin College of Canine Studies is a private nonprofit institution of higher education having received its 501(c)(3) non-profit corporation status in September 1991. The College has operated as an educational and research institution since its incorporation. The fiscal year runs October 1st to September 30th. Audits are conducted annually. There are no current, nor have there been any previous, bankruptcy filings.

The College's Board of Trustees reviews program and fiscal data at their September meeting at which time the following fiscal year budget is presented. The College's Board of Trustees, all distinguished and learned men and women from diverse professional and community-involved backgrounds, ensures that the College operates from a sound fiscal and programmatic foundation. The current Board officers and members are:

### **Board Officers**

Chairperson: Dave Phillips, CPA

Secretary / Treasurer: Mark Quattrocchi, Quattrocchi & Kwok Architects

President: Dr. Bonita M. Bergin, Bergin College of Canine Studies

### **Board Members**

Ricky Dukes, Executive at Bailey Hydraulics

Roy Hurd, Ph.D., President of Empire College

Rob Rutherford, J.D., Attorney

Clem Carinalli, Businessman

# **INSTITUTIONAL OVERVIEW**

## **COLLEGE CAMPUS**

Bergin College of Canine Studies is located in stunningly beautiful and diverse Sonoma County amid geysers, redwoods, ocean beaches and wine country. Its close proximity to San Francisco, a mere 45-mile drive south, adds the availability of big-city cultural experiences. Situated in what might be called "assistance dog row," Guide Dogs and Canine Companions for Independence are easily accessed and tours are arranged as part of the College coursework.

Bergin College's campus is located at 5701 Old Redwood Highway, Penngrove, California, where classes are held in a semi-rural area, providing a spacious visual and aesthetic feel conducive to study, academic pursuits, and canine research. The campus is comprised of one building that houses a classroom, indoor training area, study area, administrative and faculty open space. Close to ten acres of open space that is utilized for outdoor dog training, dog agility training, dog exercise, and dog play is located five minutes from the campus.

The campus is situated less than a half-mile from Highway 101, the main thoroughfare from San Francisco to Santa Rosa and northern California. The College utilizes a variety of modern instructional and classroom equipment, including computer projection and wireless Internet connection. Individual instructors' syllabi define the books and handouts used in their courses.

The dog-teaching facilities employ unique training equipment specifically designed for advanced assistance dog education, including an agility course and dog training equipment, harnesses, leashes, and dog food. A puppy training room with whelping facilities, equipment and supplies is located five minutes from the campus.

Class location is at 5701 Old Redwood Highway, Penngrove, CA 94951. Bergin College students also participate in programs at the Rohnert Park Animal Shelter located at 301 J Rogers Lane, Rohnert Park and Petaluma Animal Services located at 840 Hopper Street, Petaluma, training dogs for potential adoptions thus giving our students a broader exposure to differing dog breeds and personalities as well as behavioral issues. Students also gain experience when travelling to local field trip sites and from guest speakers.



## **SCHOOLS AND ACADEMIC PROGRAMS**

Bergin College of Canine Studies offers the following degree programs:

### Assistance Dog Institute

Associate of Science Degree in Assistance Dog Education

### School of Business and Companion Dogs

Master of Science Degree in Human-Canine Life Sciences

Bachelor of Science Degree in Canine Studies (Cynology)

Associate of Science Degree in Business and Companion Dog Studies

## **CERTIFICATE PROGRAMS**

Bergin College of Canine Studies offers the following non-accredited certificate program:

Service Dog Training Seminar

## **COMMUNITY SERVICE**

Our students also learn by serving the local community through the placement of assistance dogs, Social/Therapy visits, dog obedience classes, Dogs Helping Veterans (DHV) elective course, and our “Kids Read to Dogs” program in local schools.

## **PAWS FOR PURPLE HEARTS**

An additional nationwide program originated at Bergin College and to which the College remains associated is Paws for Purple Hearts (PPH). PPH is the first program of its kind to offer therapeutic intervention for veterans and active-duty military personnel by teaching those with Post-Traumatic Stress Disorder (PTSD) to train service dogs for their comrades with combat related physical disabilities. PPH is built upon the trusted and time-honored tradition of veterans helping veterans. For those men and women suffering from PTSD, the very process of training working dogs result in therapeutic benefits. To those with combat disabilities, receiving a fully trained service dog means having a new, steadfast companion and a true partner in their recovery. It also translates into greater independence.

## **LANGUAGE OF INSTRUCTION**

Bergin College of Canine Studies only conducts recruitment of applicants and enrollment of students in English. All students accepted into Bergin College of Canine Studies’ programs are proficient in English and all instruction offered at Bergin College of Canine Studies is taught only in English.

*Students will receive an emailed copy of the catalog. A hardcopy of the catalog is available upon request.*

# DEGREE PROGRAMS

Bergin College offers educational degree programs that are designed to implement the school's mission under the two schools: Assistance Dog Institute and School of Business and Companion Dogs.

The Assistance Dog Institute program is: Associate of Science in Assistance Dog Education.

The School of Business and Companion Dogs programs are: Master of Science in Human-Canine Life Sciences; Bachelor of Science in Canine Studies (Cynology); and Associate of Science in Business and Companion Dog Studies.

Students who successfully complete program requirements will receive an academic degree in their specific degree program. These degree programs do not lead to licensure. Students are not required to pass a state examination. The learning outcomes of each program emphasize the mission of the University through the expectation and development of student understanding of the symbiotic and synergistic relationship between dogs and humans that build on correlated appreciation of human-dog psychology, sociology, and biology and, as such, translate to working with humans. Upper-division and graduate-level coursework fulfills the University's mission by exploring the domestic dog's genetic heritage and the influence of genetics and heredity on behavior, aptitude, and temperament.

## ASSISTANCE DOG INSTITUTE

### MISSION

The Assistance Dog Institute focuses on educating students for enriching, rewarding, in-demand careers in the areas of assistance and affiliated dog program knowledge that is both applicable and beneficial to the disabled community.

## ASSOCIATE OF SCIENCE DEGREE IN ASSISTANCE DOG EDUCATION

### MISSION

The mission of the Assistance Dog Education A.S degree program is to prepare students for careers in the service, facility, canine therapy and affiliated assistance dog related fields by educating them in the basic concepts, knowledge, and applied skills consistent with the science and application of assistance dogs, and/or for the pursuit of advanced degrees in canine studies having provided them a solid foundation in dog handling and training.

### PROGRAM OVERVIEW

The associate degree program starts once a year, at the beginning of the fall semester. The program requires that students attend courses onsite at Bergin College for two semesters — the fall and spring semesters.

**Note: Associate degree students are assigned dogs to train and are required to complete homework hours by training the dog and being its primary caregiver (feeding, exercising, etc.). This may include taking the dog home evenings and weekends. See College General Policies Regarding Dogs for details.**

## **PROGRAM DESCRIPTION**

The Associate of Science in Assistance Dog Education program provides graduates with the skills and knowledge to partner people with disabilities with a canine helpmate, increasing the capabilities of both.

The degree program focuses on the psychology of learning, motor skill development, genetics and environmental factors, canine developmental stages, dog health care, and the socio-biological concepts of partnership between dogs and individuals whose limited physical strength or sensory abilities make functioning on their own difficult.

## **PROGRAM GOALS**

The study of assistance dog education is intended to provide students an opportunity to learn about service, facility, canine therapy and affiliated assistance dog care and training, and the individuals with disabilities seeking their services, and to become knowledgeable and skilled in the dog selection, training and placement methods utilized appropriate to an initial study of the canine.

## **PROGRAM EDUCATIONAL OBJECTIVES**

- To encourage in students an interest to explore and expand the dog's role in professional and pre-professional human health care and human service fields;
- To develop a depth of knowledge in the ways dogs have served and currently serve humanity;
- To utilize research from the scientific community to further assistance dog studies and assistance dog program development;
- To prepare students to be marketing-savvy professionals who can develop effective print materials, movies, and websites to promote the goods and services of their own or of their employer's assistance dog programs; and
- To prepare students to communicate effectively, to become proficient in relaying succinct and powerful messages to promote their assistance dog agency in a positive manner, and to effectively follow up with their contacts to ensure a favorable outcome for their assistance dog program.
- To prepare students to ensure that assistance dogs they work with are an asset and an unobtrusive helpmate to their human partners.

## **PROGRAM LEARNING OUTCOMES**

Students completing the Associate of Science in Assistance Dog Education program will demonstrate:

- A depth of knowledge in canine developmental stages, psychology, sociology, physiology, health care, and learning methodologies appropriate to an initial study of the canine;
- A willingness to question, explore, and expand current thinking;
- An ability to utilize research from the scientific community related to the dog;
- A depth of knowledge of the ways dogs have served and currently serve humanity;
- An awareness of the specific disabilities and varying needs that are and can be served by dogs;
- An ability to breed, train, and place assistance dogs with clients with disabilities and to train clients with disabilities in appropriate dog handling skills; and
- An ability to explore and expand the dog's role in professional and pre-professional human health care and human service fields.

## **POTENTIAL CAREERS AND OCCUPATIONS**

Guide, hearing, service, social/therapy entry-level dog trainer, client placement manager, kennel worker or manager, puppy breeding coordinator, puppy parent trainer or manager, program fundraising, marketing or public relations staff, assistant vet tech, assumption of a program assistant directorship, or a beginning entrepreneur starting one's own program.

## PROGRAM CURRICULUM

The Associate of Science in Assistance Dog Education program is two years in length, with the first year of general education transferred from a college or university accredited by an agency recognized by the U.S. Department of Education. Each semester at Bergin College of Canine Studies is comprised of 16 weeks, culminating in a two-week client training. Students may only enter the program in the fall semester.

Program courses are selected from the curriculum offerings listed below and others in the catalog's *Course Descriptions* section. (See *Course Descriptions* for more course details.)

ADE 220	Disability Studies & Experience (3 credits: 2 lec, 1 lab)
ADE 225	Intro to Assistance Dog Selection, Breeding & Whelping (2 credits: 1.5 lec, .5 lab)
ADE 230	Intro to Service, Facility & Therapy Dog Roles & Training (1.5 credits: 1 lec, .5 lab)
ADE 231	Intro to Service, Facility & Therapy Dog Training Supervised Lab (1.5 supervised lab credits)
ADE 235	Intro to Affiliated Service, Facility & Therapy Dog Roles & Training (1.5 credits: 1 lec, .5 lab)
ADE 236	Intro to Affiliated Service, Facility & Therapy Dog Training Supervised Lab (1.5 supervised lab credits)
ADE 244	Intro to Remediating Problem Dogs (1.5 credits: 1 lec, .5 lab)
ADE 250	Dog/Pup Parent & Pup Petter Management (1.5 credits)
ADE 255	Assistance Dog Scent Detection (1 credit: .5 lec, .5 lab)
ADE 256	Assistance Dog Scent Detection Supervised Lab (.5 supervised lab credits)
ADE 260	Intro to Non-Profit Business Management (3 credits)
ADE 265	Intro to Non-Profit Fundraising & Marketing (3 credits)
ADE 270	Assistance Dog Laws (1.5 credits)
ADE 280	Assistance Dog Client Placement & Client Processing (3 credits: 2 wks semester beginning/end)
ADE 285	Assistance Dog Client Training & Client Follow Up (3 credits)
LIF 110	Intro to Human-Dog Psychology & Development (3 credits)
LIF 150	Canine Health & Care (2.5 credits: 2 lec, .5 lab)
LIF 151	Canine Health & Care Supervised Lab (.5 supervised lab credits)
LIF 235	Career Considerations (.5 credits)
LIF 262	Intro to Kennel Technology (1 credit .5 lec, .5 lab)
LIF 263	Kennel Technology Supervised Lab (.5 supervised lab credits)

# **SCHOOL OF BUSINESS AND COMPANION DOGS**

## **MISSION**

The School of Business and Companion Dogs' mission is to provide programs of instruction that will help our students acquire the specialized knowledge and applied skills needed to take advantage of today's and tomorrow's exciting in-demand business and companion dog career opportunities.

## **MASTER OF SCIENCE IN Human-Canine Life Sciences**

## **MISSION**

The mission of the Master of Science in Human-Canine Life Sciences degree program is to advance the competencies and expand the vision of post-baccalaureate canine professionals and enthusiasts with the expectation that, as graduates, they will further evolve and develop human and canine businesses, enjoy expanded job opportunities, and mentor the relationship between humans, canines, and each other.

## **PROGRAM OVERVIEW**

The Master of Science in Human-Canine Life Sciences degree program is designed to accommodate the time constraints of the working professional while simultaneously providing an in-depth comprehensive graduate program. Students are expected to attend a two-week onsite session each semester where the semester credit hours of the three-unit courses (37.5 hours) and the semester credit hours of the one-unit courses (12.5 hours) are fulfilled.

Students may only enter the master's program in the fall semester. The master's program is comprised of 36 credits scheduled over four semesters. The semesters are comprised of 16 weeks each, with the summer semester comprised of 15 weeks. Students are not required to be on campus during the entire semester; instead they attend a two-week Master's session held onsite at Bergin College during each semester that fulfills each semester credit hour requirements and complete out of class work at home. Instructors provide immediate feedback while leading the onsite courses and will provide feedback regarding assignments and grades at the end of the semester via email and the College database. Assignment due dates and format are listed in the appropriate syllabus.

During the onsite sessions, students are required to participate in lectures and discussions with faculty who are prominent in the fields of canine research and the human-canine relationship. Students will receive reading assignments at the beginning of each semester to prepare them for the lectures, attend the two-week on campus session, then return home and continue their studies by completing assigned readings, research, and projects, as well as practicing the skills acquired in applied sessions. While at home, students are encouraged, and at times required, to communicate with instructors and each other by phone, email, and social media.

Master students train Bergin College dogs during each two-week onsite session. Students do not bring their own dogs to the on-site Master's sessions. When a student returns home after the session, a student must have access to a dog in order to continue dog training at home each semester. The dog the student trains at home may be the student's dog or a dog from another source. The College does not provide dogs for students to take home with them.

## **PROGRAM DESCRIPTION**

The Master of Science in Human-Canine Life Sciences degree program advances the competencies and expands the vision of post-baccalaureate canine professionals and enthusiasts with the expectation that, as graduates, they will further evolve and develop human and canine businesses, enjoy expanded job opportunities, and mentor the relationship between humans, canines, and each other.

Visionary, futuristic, discovery-based canine scholarship is juxtaposed against cutting-edge science-based academic educational offerings, preparing students to shape the dog's future as they develop critical thinking skills, moral and ethical awareness, managerial competence, an international perspective, and momentum that will inspire them to contribute to creating the next rung in the human-canine evolutionary ladder. The unique relationship between human and dog has exploded into a billion-dollar business. The partnerships between individuals with disabilities and assistance dogs have grown into a worldwide phenomenon. Each requires the expertise, leadership abilities, decision-making and problem-solving skills of our graduates to help guide it.

## **PROGRAM GOALS**

The study of Human-Canine Life Sciences is designed to fuel students' thirst for applicable knowledge in the theoretical and applied studies of human and canine relationships both separately and in partnership, and in so doing, expand their awareness of issues and concepts, enhance their problem-solving abilities, and promote appreciation for the subject matter from a more functional research-based context.

## **PROGRAM EDUCATIONAL OBJECTIVES**

- To provide qualified individuals the opportunity to expand their knowledge of the canine and its relationship to people beyond the norm, such that career opportunities are available in a multitude of endeavors: major corporate store management like PETCO or PetSmart; canine publishing like the AKC Gazette; authoring of books or short stories; development of new dog products; expansion of the use of dogs in canine recreation (agility, flyball); development of a canine scent detection program (diabetic alert dogs, agricultural pest detection); or enhancement of the quality of current professional roles. This program merges human and canine studies so that graduates can incorporate dogs into careers such as teaching, psychology, social work, nursing, etc. Research has shown that adding dogs in these types of fields increases positive outcomes. Due to the in-depth understanding of dog psychology, emotionality and sociology, and the easy transference of this knowledge from canine to human, graduates are able to better understand human personalities and responses, making them better suited for current or prospective careers working with people;
- To expand the theoretical and practical applications of human and canine learning theories, development, and behavior beyond that learned in undergraduate studies to explore human-canine recreation and working activities and service, guide, hearing, and other assistance dog roles;
- To encourage the use, design, and implementation of research into human-canine relationships and activities and assistance dog potentials.

## **PROGRAM LEARNING OUTCOMES**

Graduates of the College's Master of Science in Human-Canine Life Sciences degree program will have acquired the following learning, skills, and competencies:

1. Theoretical basis and practical application of human and canine learning theories, development, and behavior at a post-graduate level as applied to human-canine recreational, work, and assistance dog activities;
2. Theoretical basis and practical application of human-canine relationships at a post-graduate level as applied to human-canine work, recreational, and assistance dog activities;
3. Ability to compare and contrast human-canine behavior, development, learning, and physiology and understand how canine behavior translates to human behavior;
4. Use, design, and implementation of research into canine subjects;
5. Awareness of the dog's economic, psycho-social, physiological, therapeutic, and educational viability in

society;

6. Current and emerging theories and practice in canine health, well-being, and management;
7. Theoretical, practical, and ethical issues regarding canine work, recreational, and assistance dog activities;
8. Knowledge of the dog's role in human development; and
9. Current knowledge base and contemporary issues surrounding the canine's role in human society.

## **POTENTIAL CAREERS AND OCCUPATIONS**

Graduates of the Masters in Human-Canine Life Sciences bring with them a Bachelor's degree and years of work experience. This combination prepares them for a multitude of careers and occupations beyond that available to the average individual, with choices more expansive than a simplistic list can contain. The first step in the process is to narrow down the list, not only of options, but also of desires.

Working for oneself: This requires drive and passion and the ability to tough-it-out, but there are many areas in the dog industry that are in need of new ideas and services.

- Kennel designs that help reduce health problems
- Nutritious foods and treat development
- Treats to use for training
- Diaper pads that stay on dogs that are incontinent or in heat
- Write articles for major dog magazines
- Dog photography
- Dog film-making
- Author dog books or short stories
- Develop new dog toys that enhance dog and human exercise
- Dog clothing designer
- Expansion of the use of dogs in canine-human recreational activities
- Enhancement of the quality of current professional roles
- Build a business in dog care: dog boarding, doggie day care, dog walking, dog training, dog sitting, transporting dogs
- Build a business teaching people about dogs, puppy rearing, dog exercise, dog home grooming, dog fencing, taking dogs on trips
- Develop a quality portable dog fence

Work for a business or organization:

- Incorporate dogs into careers such as teaching, counseling, nursing, psychology, social work (Research has shown that adding dogs in these types of fields increases positive outcomes.)
- Explore business careers in current human-canine recreation and working activities
- Consider managing, sales, marketing careers in any canine-related corporation or business that is expanding their canine services, sales, product development, outreach
- The assistance dog world is growing: training, managing, client intake, fundraising, training puppy and adult guide, hearing, service, therapy, facility, diabetic alert, or other assistance dogs
- Management at animal shelters and dog rescue groups

## PROGRAM CURRICULUM

The master's degree requires 36 credits at the LIF 500 level. This degree program is designed to be completed in two years.

Program courses are selected from the curriculum offerings listed below and others in the catalog's *Course Descriptions* section. (See *Course Descriptions* for more course details.)

LIF 505	The Emotional Lives of Dogs and Other Animals (3 credits)
LIF 510A	Introduction to Scholarly Inquiry and Research Methodology (1 credit)
LIF 510B	Introduction to Scholarly Inquiry and Research Methodology (1 credit)
LIF 510C	Introduction to Scholarly Inquiry and Research Methodology (1 credit)
LIF 515	Human-Canine Cognition and Communication Compared (3 credits)
LIF 520	Ethical, Moral and Legal Perspectives of Canine Training, Use and Ownership (3 credits)
LIF 535	Evolution and Innovations of Dog-Human Partnerships (3 credits)
LIF 540A	Application of Psychology to Theories of Canine & Human Learning (1 credit: .5lec, .5 lab)
LIF 540B	Application of Psychology to Theories of Canine & Human Learning (1 credit: .5 lec, .5 lab)
LIF 540C	Application of Psychology to Theories of Canine & Human Learning (3 credits)
LIF 540D	Application of Psychology to Theories of Canine & Human Learning (1 credit: .5 lec, .5 lab)
LIF 567	Genetics (3 credits)
LIF 570A	Advances in Canine Health and Well-Being (1 credit)
LIF 570B	Advances in Canine Health and Well-Being (1 credit)
LIF 570C	Advances in Canine Health and Well-Being (1 credit)
LIF 575	Opportunity, Analysis and Innovation in Business (3 credits)
LIF 580	Canine Behavioral Problems: Symptoms and Treatments (3 credits)
LIF 592A	Canine Life Sciences Capstone (1 credit)
LIF 592B	Canine Life Sciences Capstone (2 credits)

## COURSE DESCRIPTIONS

### ***LIF 505 The Emotional Lives of Dogs and Other Animals (3 credits)***

Students will study the evolution of animal emotions in a wide variety of animals but will focus on domestic dogs. Students will read and discuss a good deal of general material about animal emotions. The students will be challenged to show how scientific data regarding evolutionary biology and ethology meshes with common sense and intuition. Current and historical views will be explored and discussed in depth.

### ***LIF 510A Introduction to Scholarly Inquiry and Research Methodology (1 credit)***

This course focuses on the construction of a research instrument or capstone culminating project and by investigating its measurement properties (validity and reliability) This measurement will be linked to qualitative measures and quantitative observations and will be discussed in a variety of contexts including: interviewing, standardized testing or performance assessment. Students will examine the development of knowledge frameworks, and what shapes them; the purpose of such frameworks as they impact decision-making; reviewing issues and research in statistical methodologies and qualitative methodologies. dogs and assistance dogs (service, hearing, guide, social/therapy) and other ways dogs help or are involved with people.

### ***LIF 510B Introduction to Scholarly Inquiry and Research Methodology (1 credit)***

LIF 510B, building on LIF 510A, will introduce and require student evaluation of the basic techniques and tools for manipulation of quantitative data, data management and analysis using spreadsheets and statistical packages, and graphical presentation of data. The course will focus on techniques commonly used in behavioral and sociological studies.

Prerequisite: LIF 510A



***LIF 510C Introduction to Scholarly Inquiry and Research Methodology (1 credit)***

This course focuses on the development of a research process for completing the literature review component of your culminating thesis/project. In Segment C, students will refine the research question(s) and hypotheses of the research they will undertake for their capstone thesis/project and use the knowledge from Segments A and B to identify appropriate research methodologies and statistical analyses for study and evaluation of their selected topic. They will gain greater familiarity with database searching, literature review design, and scholarly publishing.

Prerequisite: LIF 510B

***LIF 515 Human-Canine Cognition and Communication Compared (3 credits)***

A comparison of canine and human cognition and communication will begin with evolutionary considerations to set a context. Since the basis of all cognitive operations is sensory input, the relative operations of human and canine senses will be discussed. The nature and structure of intelligence will be dealt with and its interactions with temperament will be considered. Canine communication patterns will be presented and analyzed, and the issue of whether one can accurately refer to “canine language” as being on a continuum with human language is an important focus of this course. The basic neurophysiology underlying learning and memory will be presented along with considerations of the nature of learning in dogs, and applications of that information within the training context. Cognition and problem solving, including similarities and differences between dogs and humans in matters of mental representation will be studied. The course will close with a consideration of the problem of canine consciousness and its relationship to human consciousness.

***LIF 520 Ethical, Moral and Legal Perspectives of Canine Training, Use and Ownership (3 credits)***

This course focuses on the ethical, moral, and legal issues related to dogs. What types of training are permissible? What is a fair and reasonable training methodology? Who believes what? What behaviors or tasks can be reasonably expected of a dog? Who owns the dog? What can be done to retrieve a dog sold to an abusive person or one who does not use the dog for his intended purpose? Should a dog be forced or encouraged to work? How can it be determined if the work is unsuitable? Are there laws that protect the owner, the seller, and the dog? Students will hear prevailing views from a variety of sources.

***LIF 535 Evolution and Innovations of Dog-Human Partnerships (3 credits)***

The course will trace history’s best guess of the earliest dog-human partnerships and continue through subsequent eras and locales throughout the world and into the modern day. It will examine the dog’s roles and functions in these various cultures and historical periods and also consider the various attitudes and perceptions that people have had toward dogs. This historical review should broaden and deepen the student’s understanding as to how dogs fit into human societies and allow them to explore and potentially identify new and innovative roles in which the dog might improve the lives of humankind. The students will be expected to identify what can be learned, what can be applied, and which beliefs are necessary to discard in order to maximize human use of canine capabilities.

***LIF 540A Application of Psychology to Theories of Canine and Human Learning (1 credit: .5 lec, .5 lab)***

An exploration of theories of both human and canine learning, this course will investigate multiple views, ranging from classical to operant to modern beliefs related to the brain and its mechanisms for thought and memory. Taught by individuals foremost in their fields, this dynamic course will challenge students to look beyond their current beliefs to explore and test old and new theories. A dog will be provided for the hands on coursework.

***LIF 540B Application of Psychology to Theories of Canine and Human Learning (1 credit: .5 lec, .5 lab)***

An exploration of theories of both human and canine learning, related to the concept of mimicking and memory related to teaching both dogs and humans. Studies about human teaching will be presented as methods to teach both humans and dogs. This course will challenge students to explore methods of educating humans and dogs beyond convention viewpoints and in particular analyze various theories and evidence-based models of assistance dogs. A dog or pup will be required for the laboratory coursework.

Prerequisite: LIF 540A

***LIF 540C Application of Psychology to Theories of Canine and Human Learning (3 credits)***

An exploration of theories of both human and canine learning, this course will investigate multiple views, ranging from classical to operant to modern beliefs related to the brain and its mechanisms for thought and memory. Taught by individuals foremost in their fields, this dynamic course will challenge students to look beyond their current beliefs to explore and test old and new theories. A dog will be required for the laboratory coursework.  
Prerequisite: LIF 540B

***LIF 540D Application of Psychology to Theories of Canine and Human Learning (1 credit: .5 lec, .5 lab)***

The students will compare and contrast the olfactory system of dogs and humans culminating in an ability to expand the utilization of the dog in a wider range of scent detection roles for humans. of the dog, and theories of both human and canine learning, this course will investigate multiple views, ranging from classical to operant to modern beliefs related to the brain and its mechanisms for thought and memory. Taught by individuals foremost in their fields, this dynamic course will challenge students to look beyond their current beliefs to explore and test old and new theories. A dog will be required for the laboratory coursework.  
Prerequisite: LIF 540C

***LIF 565 Behavioral Ecology of Predators and Prey (3 credits)***

Students will learn about the social and foraging behavior of predatory animals, anti-predator strategies of prey species, and co-evolution of predators and prey.

***LIF 567 Genetics (3 credits)***

A comprehensive examination of genetics, encompassing the three main fields – Mendelian, molecular, and quantitative genetics. This course focuses on the use and application of genetic theories to real life scenarios, enabling the students to utilize modern scientific knowledge and techniques in their daily work with dogs.

***LIF 570A Advances in Canine Health and Well-Being (1 credit)***

This course focuses on the newest theories and practices in canine health; including what is on the horizon. Group environments, physical and psychological issues and solutions will be discussed together with the most advanced medical procedures and practices encouraging canine health and longevity.

***LIF 570B Advances in Canine Health and Well-Being (1 credit)***

This course continues focusing on the newest theories and practices in canine health; including what is on the horizon. Group environments, physical and psychological issues and solutions will be discussed together with the most advanced medical procedures and practices encouraging canine health and longevity. In addition to the materials in LIF 570A, this segment focuses on advances in canine reproduction and how information about health, nutrition and diagnostics relates to reproduction issues.

Prerequisite: LIF 570A

***LIF 570C Advances in Canine Health and Well-Being (1 credit)***

This course continues its focus on the newest theories and practices in canine health, and includes what is on the horizon. Segment C of the course ties the concepts from the first two segments together by providing students with a deeper understanding of canine anatomy and physiology. Students will be taught through lectures and hands on learning (dissection). Knowledge of canine anatomy will enable students to understand how a dog's body works and what can/cannot be expected of it. Knowledge of normal anatomy will enable students to better understand when something goes wrong and a disease/injury/abnormality is present.

Prerequisite: LIF 570B

***LIF 575 Opportunity, Analysis, Innovation in Business (3 credits)***

Students will review and categorize dog industry business administration requirements and opportunities, compare canine and human management models, and propose innovations for a young and growing industry.

***LIF 580 Canine Behavioral Problems: Symptoms and Treatments (3 credits)***

Dogs, whether assistance or working dogs or simply companion dogs, can suffer from a number of behavioral problems that make them difficult to live or work with. Instruction will be provided on how to assess the most common of dog behavioral problems, including aggression (fearful and dominance related towards dogs and humans) and fear-based difficulties (phobias, social fears, and separation anxiety), and some of the less-common but still disruptive issues, such as obsessive-compulsive and repetitive behavioral problems and approaches to correcting them offered. Students will be required to debate leading experts analysis of solutions and formulate their own plans to address the problems. It will also provide information on how to recognize age-related complications, such as diminished sensory capacity.

***LIF 590 Thesis/Culminating Project (3 credits)***

This course allows students to integrate their knowledge of and experiences with dogs and dogs' roles and relationships with people that address problems of concerns, uses and needs. The student will contribute an original perspective to the body of literature as they research a thesis or develop a project and support its conclusions.

Prerequisite: LIF 510

***LIF 592A Canine Life Sciences Capstone (1 credit)***

Students receive an overall course presentation preparing them to collect research and materials from all their courses and integrate them into a formal paper or project demonstrating knowledge in all areas of study.

***LIF 592B Canine Life Sciences Capstone (2 credits)***

Students collect research and materials from all their courses and integrate them into a formal paper or project demonstrating knowledge in all areas of study. Paper: Integrate and expand on research and concepts from each of the required courses, diagramming their interconnectedness. Projects: Take the knowledge and theory learned and apply to a real-world setting providing a thorough explanation as to the interconnections in the application.

Prerequisite(s): LIF 592A

## **MASTER’S GRADUATION DEGREE REQUIREMENTS**

To graduate, students in the Master of Science Human-Canine Life Sciences program must successfully complete 36 credits.

All courses must be passed with a grade of 2.5 or better. Any course identified as a master’s degree course receiving less than a grade of (“C+”) must be repeated to receive credit toward the Master of Science degree. Students may not move to the next semester if receiving less than a C+ in all courses. A cumulative GPA of 3.0 (“B”) is required for graduation. Semesters must be taken in sequence: fall, spring, summer, fall. Students who miss a semester must wait until the following year to complete that missed course and any subsequent semester courses.

Transfer credits may be accepted only if the coursework is identical in scope to Bergin College’s offering, at a graduate level, and the credits were obtained from a college or university that is accredited by an agency recognized by the U.S. Department of Education to offer master’s degrees, or an equivalent governing agency if credits are transferred from a foreign institution of higher education. No more than 6 credits may be transferred into the program.

## **MASTER’S DEGREE ADMISSION REQUIREMENTS**

Applicants to the master’s program must submit:

- Bergin College application
- Application fee of \$50.00
- Proof of identity and photo
- An official transcript of an earned bachelor’s degree from a college or university that is accredited by an agency recognized by the U.S. Department of Education
- One-to-two page personal essay:
  - Explaining the student’s interest and future goals related to the program of study
  - Describing the applicant’s experience with dogs
- Two letters of reference — one professional, one personal

## **APPLICATION STEPS**

Step 1: Request an application from the Bergin College Admissions Office.

Step 2: Complete and submit the application form. Include application fee, proof of identity, letters of reference, and personal essay.

Step 3: Additional application materials to be submitted to the Admissions Office:

- i. An official copy of your college transcript indicating graduation with a bachelor’s degree from a college or university that is accredited by an agency recognized by the U.S. Department of Education

Step 4: If notified of acceptance, review, sign, and return all appropriate admissions and enrollment documents.

Step 5: Out-of-the-area students need to arrange housing for each on-site Master’s session.

Step 6: Tuition and fees are due prior to attending the first class. Tuition and fees are the same, regardless of the student’s home state or country. Payment must be made by mail or in person. MasterCard, Visa, Discover, and American Express credit cards are all accepted.

Step 7: Attend a Master’s program orientation.

# BACHELOR OF SCIENCE IN Canine Studies (Cynology)

## MISSION

The mission of the Bachelor of Science Degree in Canine Studies (Cynology) is to guide the students' exploration of the canine species through a vast array of scholarly studies and experiences that expose the uniqueness of the dog's coveted relationship with humans, while providing an opportunity for students to explore their own species as it evolved through its relationship with the canine, and in so doing, provide a multitude of dog or human aligned job opportunities.

## PROGRAM OVERVIEW

The bachelor degree program starts once a year, at the beginning of the fall semester. The program requires that students attend courses onsite at Bergin College for four semesters, which is equivalent to two years.

**Note: Bachelor degree students are assigned dogs to train and are required to complete homework hours by training the dog and being its primary caregiver (feeding, exercising, etc.). This may include taking the dog home evenings and weekends. See College General Policies Regarding Dogs for details.**

## PROGRAM DESCRIPTION

Upper-degree courses in the Bachelor of Science degree program move well beyond the focus of producing a trained dog to incorporate cognitive, psychological, sociological, and historical perspectives of the dog, including using art, literature, and genetics as prisms from which the canine is viewed. In an ever-growing dog-related job market, this degree program provides a broad-based educational perspective appropriate to a multitude of entry- and mid-level positions in either a human or canine field.

This program is designed to bring the dog into the academic mainstream as a subject of scholarly study. Program objectives include: theoretical and applied studies of the canine toward a goal of promoting and understanding the canine's unique mind and physical capabilities; contribution to the student's awareness of the role the dog has played in the arts; advancement of the significance of the dog in society; increased awareness of the human-dog relationship from legal and historical points of view; and examination of the symbiotic relationship between human and canine.

## PROGRAM GOALS

The study of Cynology provides students a prism through which knowledge and skills are built and career choices come into focus well beyond that of producing a trained dog to include an ever-growing dog-related job market that includes a broad-based educational perspective appropriate to a multitude of entry- and mid-level positions in either a human or canine field.

## PROGRAM EDUCATIONAL OBJECTIVES

The Bergin College's Bachelor of Science in Canine Studies (Cynology) program understands an imperative need for professionals who are able to increase the theoretical and practical knowledge base that recognizes the dog's supporting role in human society. To this end, the bachelor's program prepares students:

- To advance the field of Cynology from one based on limited technical, theoretical and scientific knowledge and skills to a field based firmly upon research and willingness and capability to make the most of the true potential of the human-canine partnership;
- To provide students with the theoretical basis and practical knowledge to examine and contribute to the expansion of human-canine partnerships;
- To examine, understand, and apply research findings to increase the dog's supporting role in human

society;

- To gain an in-depth understanding of how to incorporate the dog into today's complex world, highlighting the ways the dog's role in our society can continue to expand;
- To prepare students for employment opportunities in a variety of human and canine business and corporate management roles, due to their strengthened critical thinking and research abilities;  
To prepare students to be more effective communicators in the world of business by incorporating the use of verbal skills, body language, and facial expressions as the basis of communication; and
- To explore multiple canine-related careers, providing students, upon graduation, with a broad awareness of career choices in the canine world: dog food manufacturing, puppy trainer, owner or manager of a boarding site or dog walking business, canine dance instructor, canine cancer detection trainer, canine diabetes detection trainer, epilepsy alerting trainer, agility instructor, drug sniffing dog trainer, show dog trainer, canine masseuse, search and rescue dog trainer, pointer trainer, clicker trainer, trainer of dogs for autism, tracking trainer, clothing manufacturer, pet store operator or manager, flyball trainer, and Department of Defense and the Veterans Administration facility dog and canine intervention therapy dog instructors, to name a few.

## **PROGRAM LEARNING OUTCOMES**

Students completing the bachelor's degree will demonstrate:

1. Theoretical and applied knowledge of the canine's unique mind and physical capabilities;
2. An ability to advance the significance of the dog in society;
3. An awareness of the human-dog relationship from legal and historical perspectives;
4. A historical, scientific, psychological, and developmental perspective about the dog and the roots of the synergistic human-dog relationship;
5. An awareness that any reference to the canine (or dog) is a testament to between 15,000 and 100,000 years of a symbiotic relationship with humans at their various levels of development; and
6. Knowledge of and exposure to the canine in human art and literature.

## **POTENTIAL CAREERS AND OCCUPATIONS**

Examples of roles specifically related to training dogs as a business or working for an organization as a trainer: puppy trainer, obedience trainer, canine cancer detection dog trainer, medical detection dog trainer, drug sniffing dog trainer, bomb sniffing dog trainer, border patrol dog trainer, search and rescue dog trainer, clicker trainer, conducting dog training classes for mass retail like Petco and PetSmart;

Examples of roles primarily involved in teaching people to utilize their dog in show, sport or working roles or to self-compete in same: flyball trainer, agility trainer, disk trainer, rally trainer, herding, pointer dog trainer, tracking, show dog trainer, nose work trainer, hunting dog trainer, canine dance instructor, dock diving instructor;

Examples of assistance dog roles: canine intervention therapy dog instructor, Department of Defense and the Veterans Administration facility dog, autism dog trainer, service dog training, facility dog trainer, therapy dog trainer, diabetic alert dog trainer, client intake manager, program director or assistant director, puppy home manager, kennel manager or kennel worker, guide dog trainer, hearing dog trainer, fundraising manager, marketing manager, breeding & puppy coordinator;

Examples of non-dog training roles: pet clothing manufacturer, dog food manufacturing, pet store operator or manager, shelter manager, dog kennel designer, dog landscape designer;

Examples of employment using dogs in the services: counseling, teaching, nursing, rehab centers, assistive living centers, elementary reading programs, prisons & jails, mental health facilities;

Examples of self- or business employment: boarding kennel, dog daycare facility, dog walking, home boarding, dog training businesses, veterinary clinics assistants, animal shelter employee, owner or manager of a boarding site or dog walking business, canine masseuse;

Examples of dog scent detection businesses: truffles, termites, vine mealybug, bedbugs, allergy detection, diabetic alert, cancer detection (bladder, breast, prostate, etc.).

## PROGRAM CURRICULUM

The Bachelor of Science in Canine Studies program is four years in length, with the first two years of general education transferred from a college or university accredited by an agency recognized by the U.S. Department of Education. Students spend the last two years at Bergin College of Canine Studies which are made up of four semesters; each 16 weeks in length. Students may only enroll each fall semester.

Program courses are selected from the curriculum offerings listed below and others in the catalog's *Course Descriptions* section. (See *Course Descriptions* for more course details.)

LIF 215	Intro to Canine Concepts (for first-year students only) (2 credits: 1.5 lec, .5 lab)
LIF 216	Intro to Canine Concepts Supervised Lab (for first-year students only) (1 supervised lab credit)
LIF 305	History of Dog Breeds & Training (3 credits)
LIF 310	Selection, Breeding & Whelping Strategies (2 credits: 1.5 lec, .5 lab)
LIF 311	Selection, Breeding & Whelping Strategies Supervised Lab (1 supervised lab credit)
LIF 315	Environmental Management (1 credit)
LIF 316	Environmental Management Supervised Lab (.5 supervised lab credits)
LIF 320	Business Management (3 credits)
LIF 330	Canine Nutrition (3 credits)
LIF 335	Career Considerations (only taken last semester) (.5 credits)
LIF 345	History of Dog Laws (3 credits)
LIF 350	Dogs in Art (3 credits)
LIF 355	Comparison of Human-Canine Personalities, Emotionality & Socialization Processes (3 credits)
LIF 360	Canine Anatomy (1.5 credits: 1 lec, .5 lab)
LIF 361	Canine Health (2 credits: 1.5 lec, .5 lab)
LIF 362	Canine Health Supervised Lab (1 supervised lab credit)
LIF 392	Dog Sports & Working Dog Training (2 credits: 1.5 lec, .5 lab)
LIF 393	Dog Rescue & Shelter Program Operations (2 credits: 1.5 lec, .5 lab)
LIF 394	Dog Rescue & Shelter Program Operations Supervised Lab (1 supervised lab credit)
LIF 391	Assistance Dogs (2 credits: 1.5 lec, .5 lab)
LIF 395	Assistance Dogs Supervised Lab (1 supervised lab credit)
LIF 397	Dog Sports & Working Dog Training Supervised Lab (1 supervised lab credit)
LIF 415	Advanced Environmental Management (1 credit)
LIF 416	Advanced Environmental Management Supervised Lab (.5 supervised lab credit)
LIF 430	Human & Canine Language Compared (1.5 credits)
LIF 440	Research & the Dog (3 credits)
LIF 445	Dogs in Literature (3 credits)
LIF 450	Genetics vs. Environment (3 credits)
LIF 460	Cynomorphic Perspective (3 credits)
LIF 491	Obedience Training (2 credits: 1.5 lec, .5 lab)
LIF 492	Scent Detection Training (2 credits: 1.5 lec, .5 lab)
LIF 493	Advanced Concepts in Dog Rescue & Shelter Programs (2 credits: 1.5 lec, .5 lab)
LIF 494	Advanced Concepts in Dog Rescue & Shelter Programs Supervised Lab (1 supervised lab credit)
LIF 495	Obedience Training Supervised Lab (1 supervised lab credit)
LIF 496	Scent Detection Training Supervised Lab (1 supervised lab credit)

# OVERVIEW: BACHELOR'S DEGREE ADMISSION REQUIREMENTS

Refer to the ADMISSIONS section of this catalog for information relating to admission policies and enrollment procedures. Students having taken the Service Dog Seminar or achieved an Associate of Science degree in ADE or BCDS at the College will be given priority registration.

## TRANSFER CREDIT REQUIREMENTS

As part of the bachelor's program admissions procedure, applicants must demonstrate, via submission of official transcript(s), that they have completed a minimum of 60 semester credits at a college or university that is accredited by an agency recognized by the U.S. Department of Education. All credits must have a grade point of 2.0 ("C") or better. Only official copies of transcripts are accepted and should be sent directly to Bergin College's Office of Admissions. A Bergin College official reviews all submitted transcripts and makes the final determination as to what courses and credits meet the College's transfer requirements.

The required 60 transferred credits are divided into two categories: 1) general education and 2) electives. Below are the descriptions of the two categories

## GENERAL EDUCATION TRANSFER REQUIREMENTS

Refer to the GENERAL EDUCATION section of this catalog for detailed information concerning the transfer of general education coursework into the bachelor's program.

In summary, the bachelor's program requires 30 semester credits of general education course work completed prior to enrollment. These 30 credits include coursework covering five academic areas: Communication Arts (6 credits); Mathematics (3 credits); Arts and Humanities (6 credits); Social and Behavioral Sciences (9 credits); and Science (6 credits). All transferred general education course credits must meet Bergin College's transfer requirements. At a minimum, 25 percent of the credits required for non-degree and undergraduate degree programs must be completed at Bergin College of Canine Studies.

## ELECTIVE COURSEWORK TRANSFER REQUIREMENTS

Elective coursework is at the discretion of the student and enables students to broaden their education with a variety of courses based on their personal interests.

Bachelor's degree students are required to transfer 30 credits of elective coursework. The elective credits are in addition to the 30 credits of transferred general education coursework, though 6 of the elective credits must also qualify as general education credits. All transfer elective credits must meet Bergin College's transfer requirements.

## BERGIN COLLEGE OF CANINE STUDIES SPECIAL BS TRANSFER REQUIREMENTS

First-year Bachelor of Science students must complete the two-week summer class LIF 210 Intro to Dog Handling course before entering the Bachelor of Science degree program in the fall. Students who have completed the College's summer Service Dog Seminar or who have graduated from the Associate of Science degree program are exempt from this requirement.

## BACHELOR'S DEGREE REQUIREMENTS

To graduate, students in the Bachelor of Science in Canine Studies (Cynology) degree program must successfully complete a minimum of 120.5 credits of coursework with a cumulative grade point average (CGPA) of 2.0 (C) or better, as stipulated below:

### Transfer Credits

30 credits of General Education coursework

30 credits of Elective coursework

(60 total transfer credits)

### Required Credits taken at Bergin College

60.5 credits in upper division (300-400's level) required "area of concentration" coursework

### Total transfer and Bergin College credits required for graduation

60 credits transfer credits

60.5 credits Bergin College credits

(120.5 credits required for graduation)



# ASSOCIATE OF SCIENCE DEGREE IN BUSINESS AND COMPANION DOG STUDIES

## MISSION

The mission of the Business and Companion Dog Studies A.S. degree program is to prepare students for careers in the considerable and varied human-canine activities that contribute to the enjoyment and employment each provides the other, and/or for the pursuit of advanced degrees in canine studies, by educating them in the basic concepts, knowledge, and application of dog handling and training skills.

## PROGRAM OVERVIEW

The associate degree programs start once a year, at the beginning of the fall semester. The program requires that students attend courses onsite at Bergin College for two semesters — the fall and spring semesters.

**Note: Associate degree students are assigned dogs to train and are required to complete homework hours by training the dog and being its primary caregiver (feeding, exercising, etc.). This may include taking the dog home evenings and weekends. See College General Policies Regarding Dogs for details.**

## PROGRAM DESCRIPTION

The Associate of Science in Business and Companion Dog Studies program branches into a multitude of human-canine recreation and work roles that become the basis for self- or business employment upon graduation. The second semester emphases include: preparing dogs for various roles, such as scent detection, agility, etc.; operating obedience classes and dog training programs; managing a dog daycare or other dog-focused businesses.

## PROGRAM GOALS

The study of business and companion dogs provides students an opportunity to learn of the various income opportunities in the dog industry and to develop skills in teaching customers and dogs to become adept at many of these activities.

## PROGRAM EDUCATIONAL OBJECTIVES

- To develop a depth of knowledge in canine history, breeds, developmental stages, psychology, physiology, health care, and learning methodologies appropriate to the initial study of the canine;
- To stimulate a willingness to question, explore, and expand current thinking;
- To develop the student's ability to think strategically about how marketing can be used to assess a competitive situation and create desired outcomes. Through this learning, the student is poised to become a desirable entry-level employee and/or successful business owner in areas such as boarding kennel, dog daycare facility, dog training business, veterinary clinics, animal shelters, and many others;
- To learn meaningful ways to relate to all types of people, to identify appropriate target audiences for the most productive and efficient responses. Skills gained include reading body language, recognizing different personality types, and "reading" an audience to maintain its interest and ensure the message is correctly received;
- To prepare students to address health issues in their dogs, both on an individual and group basis in a training program, kennel, animal shelter, or other group living situation. Students receive basic training in first aid, recognition of clinical signs of disease, emergency situations, and knowledge as to when animals need to be attended by a veterinarian.

## PROGRAM LEARNING OUTCOMES

Students completing the Associate of Science in Business and Companion Dog Studies program will demonstrate:

- A depth of knowledge in canine history, breeds, developmental stages, psychology, sociology, physiology, health care, and learning methodologies appropriate to an initial study of the canine;
- A willingness to question, explore, and expand current thinking;
- An ability to utilize research from the scientific community related to the dog;
- Knowledge about specific breeds of dogs and the varying working and recreation roles that they serve;
- A broad understanding of the complex relationship between humans and dogs and the similarities and differences between the two, which encourage or impede the advancement of the dog's role in modern society; and
- An ability to prepare dogs to partner with people for work and play.

## POTENTIAL CAREERS AND OCCUPATIONS

Serving dog owners with a beginning-level dog walking program, training minor problem dogs, home boarding and other needs of dog owners. Teaching beginning-level sporting dog recreation classes like agility, rally, nose work, and dance. Training beginning-level working dogs and their owners. Working in animal shelters, dog rescue programs, and Humane Societies. Training customers' dogs in store dog training programs like Petco and PetSmart. Creating and developing new dog business products. Expanding or developing new or needed dog owner services.

## PROGRAM CURRICULUM

The Associate of Science in Business and Companion Dog Studies program is two years in length, with the first year of general education transferred from a college or university accredited by an agency recognized by the U.S. Department of Education. Each semester at Bergin College of Canine Studies is comprised of 16 weeks. Students may only enter the program in the fall semester.

Program courses are selected from the curriculum offerings listed below and others in the catalog's *Course Descriptions* section.

LIF 110	Intro to Human-Dog Psychology & Development (3 credits)
LIF 150	Canine Health & Care (2.5 credits: 2 lec, .5 lab)
LIF 151	Canine Health & Care Supervised Lab (.5 supervised lab credits)
LIF 205	Obedient Dog Training & Customer Processing (3 credits: 2 lec, 1 lab, 2 wks sem beginning)
LIF 206	Obedient Dog Training & Public Class (3 credits: 2 lec, 1 lab, 2 wks sem end)
LIF 222	Intro to Business & Companion Dog Selection, Breeding & Whelping (2 credits: 1.5 lec, .5)
LIF 223	Intro to Business & Companion Dog Selection, Breeding & Whelping Supervised Lab (1 supervised lab credit)
LIF 225	Intro to Business Management (3 credits)
LIF 235	Career Considerations (.5 credits)
LIF 245	Intro to Working & Sporting Dogs Roles & Training (1.5 credits: 1 lec, .5 lab)
LIF 246	Intro to Working Dogs & Sporting Dogs Training Supervised Lab (1.5 supervised lab credits)
LIF 251	Pup Care & Training (1.5 credits: 1 lec, .5 lab)
LIF 255	Intro to Animal Shelters (1.5 credits: 1 lec, .5 lab)
LIF 259	Business & Companion Dog Laws (1.5 credits)
LIF 262	Intro to Kennel Technology (1 credit .5 lec, .5 lab)
LIF 263	Kennel Technology Supervised Lab (.5 supervised lab credits)
LIF 272	Intro to Scent Detecting Dogs (1 credit: .5 lec, .5 lab)
LIF 273	Intro to Scent Detection Supervised Lab (.5 supervised lab credits)
LIF 278	Intro to Remediating Problem Dogs (1.5 credits: 1 lec, .5 lab)
LIF 282	Sales & Marketing (3 credits)
LIF 296	Intro to Other Canine Career Paths (1.5 credits: 1 lec, .5 lab)
LIF 297	Intro to Other Canine Career Paths Supervised Lab (1.5 supervised lab credits)

# OVERVIEW: ASSOCIATE DEGREE ADMISSION PROCEDURES

Refer to the ADMISSIONS section of this catalog for information relating to admission policies and enrollment procedures. The admissions procedures are identical for both the Associate of Science in Business and Companion Dog Studies program and the Associate of Science in Assistance Dog Education program.

## TRANSFER CREDIT REQUIREMENTS

As part of the associate degree programs admissions procedure, applicants must demonstrate, via submission of official transcript(s), that they have completed a minimum of 24 semester credits at a college or university that is accredited by an agency recognized by the U.S. Department of Education, or equivalent if transferring from outside the United States. All credits must have a grade point of 2.0 (“C”) or better. Only official copies of transcripts are accepted and should be sent directly to Bergin College’s Office of Admissions. A Bergin College official reviews all submitted transcripts and makes the final determination as to what courses and credits meet the College’s transfer requirements.

The required 24 transferred credits are divided into two categories: 1) general education and 2) electives. Below are the descriptions of the two categories

## GENERAL EDUCATION TRANSFER REQUIREMENTS

Refer to the GENERAL EDUCATION section of this catalog for detailed information concerning the transfer of general education coursework into the associate degree program.

In summary, the associate degree programs require 21 semester credits of general education course work to be completed prior to enrollment. These 21 credits include coursework covering five academic areas: Communication Arts (6 credits); Mathematics (3 credits); Arts and Humanities (3 credits); Social and Behavioral Sciences (6 credits); and Science (3 credits). All transferred general education course credits must meet Bergin College’s transfer requirements. At a minimum, 25 percent of the credits required for non-degree and undergraduate degree programs must be completed at Bergin College of Canine Studies.

## ELECTIVE COURSEWORK TRANSFER REQUIREMENTS

Elective coursework is at the discretion of the student, and enables students to broaden their education with a variety of courses based on their personal interests.

Associate degree students are required to transfer 3 credits of elective coursework. The elective credits are in addition to the 21 credits of transferred general education coursework. All transfer elective credits must be completed prior to enrollment and meet Bergin College’s transfer requirements.

## ASSOCIATE DEGREE REQUIREMENTS

To graduate, students in the Associate of Science in Business and Companion Dog Studies degree program must complete a minimum of 60.5 credits of coursework with a cumulative grade point average (CGPA) of 2.0 (C) or better and the Associate of Science in Assistance Dog Education degree program must successfully complete a minimum of 61 credits of coursework with a cumulative grade point average (CGPA) of 2.0 (C) or better, as stipulated below:

### BCDS Transfer Credits

- 21 credits of General Education coursework
- 3 credits of Elective coursework
- (24 total transfer credits)

### Required Credits taken at Bergin College

- 36.5 total credits required “area of concentration” coursework

### Total transfer and Bergin College credits required for graduation

- 24 transfer credits
- 36.5 Bergin College credits
- (60.5 credits required for graduation)

**ADE Transfer Credits**

21 credits of General Education coursework

3 credits of Elective coursework

(24 total transfer credits)

**Required Credits taken at Bergin College**

37 total credits required “area of concentration” coursework

**Total transfer and Bergin College credits required for graduation**

24 transfer credits

37 Bergin College credits

(61 credits required for graduation)

# COURSE DESCRIPTIONS

Courses are listed numerically preceded by an academic discipline prefix. Courses numbered 100-299 are lower division; 300-499 are upper division; 500-599 are graduate level. Each course number is followed by the course title, a course description, the number of semester credits that the course satisfies, and a notice of any prerequisites required. The maximum capacity for each of the courses as listed in this Catalog at any given moment is 30 students.

## ASSISTANCE DOG EDUCATION COURSES

### Lower-Division Courses

#### ***ADE 210A Service Dogs* (2 credits per semester: .5 lec, 1.5 lab)**

Specifically focusing on the needs of individuals with physical limitations or disabilities, the course teaches basic methods to better select, train and place service dogs. Part of the coursework is applied learning related to the handling of service dogs coordinating with the techniques taught in LIF 110. The course includes the conducting of a mock client training, teaching community volunteers to handle trained dogs, and emulating an actual client training.

Co-requisite(s): LIF 110 taken concurrently

#### ***ADE 210B Service Dogs* (2 credits: .5 lecture, 1.5 lab)**

The students participate in a second client training camp which functions as a capstone in which students manage the client training with less direct faculty oversight. In this client training, student-teachers are required to handle more responsibilities demonstrating the competencies they have learned throughout the year. Faculty members are integral in providing student evaluation and feedback during the client training capstone experience.

Pre-requisite(s): ADE 210A

#### ***ADE 211 Hearing Dogs* (1.5 credits: 1 lecture, .5 lab)**

This course provides the student with basic knowledge and skills related to selecting, training, and placing of hearing dogs with individuals who are deaf or have hearing impairments. Information on deafness and hearing impairment is also presented in relation to the clients' circumstances and need for a dog.

#### ***ADE 212 Canine Interventions* (2 credits: 1 lecture, 1 lab)**

This course provides the student with basic knowledge and skills related to selecting, training, and utilizing dogs in institutions, schools, libraries, courthouses and other settings. Information about differing populations housed in facilities is discussed, preparing students to better match individual dog personalities with specific roles and settings.

#### ***ADE 213 Guide Dogs* (1.5 credits: 1 lecture, .5 lab)**

This course provides the student with basic knowledge and skills relating to the selecting, training, and placing of guide dogs with individuals who are legally blind or visually impaired. Information on blindness and visual impairments is also presented in relation to the clients' circumstances and need for a guide dog.

#### ***ADE 214 Advances in Assistance Dogs* (1.5 credits: 1 lecture, .5 lab)**

Autism, post-traumatic stress intervention, and diabetic alert dogs are just three new dog roles becoming prominent in the assistance dog field. This course is designed to address advances in assistance dog roles concerning these disabilities, as well as the development of newer fields of assistance dogs serving other disabilities. Students receive instruction from professionals versed in the disabilities these dogs serve. The course focus is on the multiple methods utilized in the selection, training, and placement of dogs associated with assisting persons with the disabilities covered in the course.

***ADE 216 Scent Detecting Alert Dogs (1.5: 1 lecture, .5 lab)***

A dog's keen sense of smell can be utilized in several assistance dog roles. For example, dogs can be trained to alert diabetics to changes in blood sugar, and to alert a person with a life-threatening allergy to the presence of the allergen. Students will learn about the dog's sense of smell and how to train dogs for various forms of assistance dog scent detection work.

***ADE 220 Disability Studies & Experience (3 credits: 2 lec, 1 lab)***

The course provides an understanding of varying types, causes, and resulting limitations of the more prevalent forms of physical disabilities. Clinical signs and progressive stages of specific disabilities are reviewed as well as related terminology and special considerations related to service dog placement. It is also designed to weave together strands from psychological, sociological, somatic, and political perspectives, including an exploration of subjective experiences with disabilities. Part of the course involves dialogue with people with disabilities as well as experiential learning through role-playing exercises.

***ADE 225 Intro to Assistance Dog Selection, Breeding & Whelping (2 credits: 1.5 lec, .5 lab)***

This course introduces students to the basic principles of selecting service dogs, the issues involved in the breeding process, and the materials and methods for whelping the resulting puppies. It will cover the selection phenotype characteristics like structure, low-to mid-arousal, low predatory drive, desire to please and trainability. The role genetics play in selection will be referenced.

***ADE 230 Intro to Service, Facility & Therapy Dog Roles & Training (1.5 credits: 1 lecture, .5 lab)***

Students learn the commands utilized and the methods for teaching the commands to each of the three types of assistance dogs. Emphasis is put on understanding how a dog learns and techniques to teach each command.

***ADE 231 Intro to Service, Facility & Therapy Dog Training Supervised Lab (1.5 supervised lab credits)***

Students practice the methods taught by their instructor, with guidance on theirs and the dog's body language and communication.

Pre-requisite(s): ADE 230 Intro to Service, Facility & Therapy Dog Roles & Training

***ADE 235 Intro to Affiliated Service, Facility & Therapy Dog Roles & Training (1.5 credits: 1 lecture, .5 lab)***

Students are instructed in the concepts of recreational activities for service, facility and therapy dog participation; these modified sporting and working activities like agility, scent detection, and others are intended to provide fun and exercise to the lives of these specialized dog human partnerships.

***ADE 236 Intro to Affiliated Service, Facility & Therapy Dog Training Supervised Lab (1.5 supervised lab credits)***

Students practice the methods taught by their instructor, with guidance on theirs and the dog's body language and communication.

Pre-requisite(s): ADE 235 Intro to Affiliated Service, Facility & Therapy Dog Roles & Training

***ADE 240 Disability Studies (3 credits)***

The course provides an understanding of varying types, causes, and resulting limitations of the more prevalent forms of physical disabilities. Clinical signs and progressive stages of specific disabilities are reviewed as well as related terminology and special considerations related to service dog placement. This course introduces students to the steps needed for successful assessments of clients with disabilities. The course design is to prepare the students to teach and manage the disabilities of the incoming client class intended to receive service, hearing, guide, facility or home helpmates.

***ADE 244 Intro to Remediating Problem Assistance Dogs (1.5 credits: 1 lecture, .5 lab)***

Dogs, whether service, facility, or canine therapy dogs, can suffer from a number of behavioral problems that make them difficult to live or work with. This course will provide instruction on how to assess the most common of dog behavioral problems, and offer approaches to correcting them. The secondary issue will be to discuss which dogs are able to be placed in the above three roles, or which need to be placed in other roles or released.

***ADE 245 The Disability Experience (1 credit)***

The course provides an overview of the experience of physical disability. Theoretical models of disability, the history of disability, the various types and causes of disability oppression, disability activism, and emerging disability cultures are investigated. Students are given the opportunity to examine their own experiences, perceptions, and beliefs about physical differences.

***ADE 250 Dog/Pup Parent & Pup Petter Management (1.5 credits)***

Students will learn the necessity for outside pup petters for pup enrichment, and the training needed for these volunteers. The need for volunteer pup parents: evenings and weekends, and month and year-long involvement, and the training programs each of these requires.

***ADE 255 Assistance Dog Scent Detection (1 credit: .5 lecture, .5 lab)***

Dogs have an amazing sense of smell that can be utilized in many working roles. This course introduces students to the many scent detection jobs dogs can do for individuals with disabilities like diabetic alert dog work. Students will learn the fundamentals of scent detection training and will get hands-on experience training a dog to do scent detection.

Co-requisite(s): ADE 256 – Assistance Dog Scent Detection Supervised Lab

***ADE 256 Assistance Dog Scent Detection Supervised Lab (.5 supervised lab credits)***

Students and dogs will practice diabetic alert detection exercises and expand to other disabilities like allergy alert during the lab time. Focus will be on the dog's appropriate alerting methods.

Co-requisite(s): ADE 255 - Assistance Dog Scent Detection

***ADE 260 Intro to Non-Profit Business Management (3 credits)***

Students learn about program incorporation, building boards of directors, gaining tax-exempt status for the donors, minimum HR practices, hiring and personnel management.

***ADE 265 Intro to Non-Profit Fundraising & Marketing (3 credits)***

This course focuses on fundraising processes starting with public relations and marketing methods, identifying and cultivation of donors, donor software, grant identifying and writing, and follow-up. Students learn and practice techniques to build constituencies and to raise funds.

***ADE 270 Assistance Dog Laws (1.5 credits)***

Explores the legal issues surrounding assistance dog access rights and laws in this country. Particular attention is paid to state and ADA laws. Students are asked to examine the completeness, efficacy, enforce-ability, and consequences of current assistance dog-related law.

***ADE 271 Kennel Technology Supervised Lab (.5 supervised lab credits)***

The lab includes applied experience in managing a dog's environment. Containment systems, cleanup, sanitation, and issues related to waste disposal requirements are practiced.

***ADE 280 Assistance Dog Client Placement & Client Processing (3 credits: 2 wks at semester beginning/end)***

This course includes a two-week applied mock client training so students are familiar with the experience their clients will go through when obtaining a dog. The course also prepares students to create and manage service dog clients from the initial application and interview process through acceptance into client training and matching. Clients are also made aware of the shorter dog life and mention of grief is introduced in these conversations.

***ADE 285 Assistance Dog Client Training & Client Follow Up (3 credits)***

Students become student-teachers in practicing their skills in running a class placing service, facility and therapy dogs with clients. Throughout the semester they are also involved in the monthly, bi-annual, and annual post-placement follow-up with clients.

## **Upper-Division Courses**

### ***ADE 300 The History of Modern Assistance Dogs (3 credits)***

Students study the origins of the assistance dog field; types of programs; how programs have formed; growth of the industry; types of tasks dogs performed; clients; issues faced by assistance dog, client and training organizations; current status; and trends.

### ***ADE 310 Social Psychology \* (3 credits)***

This course explores the relationship between self and society. Topics include the psycho-physiological and cultural influences, attitudes, values, motivation, and interpersonal dynamics. After gaining a more in-depth understanding of these influences, students learn the methods to enhance their own personal and professional effectiveness. (\*Acceptable as an upper-division general education course.)

### ***ADE 315 Health Psychology \* (3 credits)***

This course examines the relationship between the mind and the body in physical and psychological well-being. Topics include empirical based mind body research, a review of popular claims and practices, and a discussion of strategies students can use to develop their own program of health promotion and maintenance. (\* Acceptable as an upper-division general education course.)

### ***ADE 405 Theoretical, Practical and Ethical Foundations of Assistance Dog Programs (3 credits)***

This course focuses on the critical components of assistance dog knowledge, programs, management, innovations, and applications including concepts, statements, metaparadigms, philosophies, conceptual models, and theories. It explores the ethical, legal, and medical issues related to client placements. It explores the role of the client and his or her family, friends, and health care professionals, such as occupational therapists (OTs), physical therapists (PTs), psychologists, social workers, and other rehab and medical professionals in assistance dog placements. How much is too much infringement into the life of the “buyer” prior to placement? How much information should be sought from the medical individuals working with that individual? What are applicants legally or morally able to divulge? Where is the balance benefiting the client, dog, and program? Assistance dog programs’ client placement practices are analyzed relative to controlled vs. permissive models.

### ***ADE 420 Advanced Disability Studies (3 credits)***

The course builds on a basic foundation of disability information — the causes, types, and resulting limitations of the more prevalent forms of disabilities. Included will be less-prevalent disabilities, expanded information content related to the pathophysiology, variations within each disability category, and current treatment and research options.

## **CYNOLOGY COURSES**

### **Lower-Division Courses**

### ***LIF 110 Intro to Human-Dog Psychology & Development (3 credits)***

This course provides an overview of basic psychological principles and expands to include the similarities between human and dog psychology. Theories of sports psychology that pertain to the acquisition of motor skills applicable to humans and dogs will be explored in depth and the psychology of learning will supplement the curriculum. With attention on research-based behavioral science, students are provided an opportunity to hone their critical thinking skills in relation to the unique psychological bond between human and dog. Students are introduced to the importance of sound early childhood and puppyhood management and training. Emphasis is placed on biological, affective, psychosocial, cognitive, and motor skill development.

### ***LIF 115 Artistic Representation of the Dog (3 credits)***

This course reviews masterpieces of dog art in many forms such as photographs, oils, sculptures, and films. But the primary focus of this course is to encourage the student to explore his or her own ability to create an artistic rendering of the dog utilizing various artistic materials from sketches to video.



***LIF 125 Introduction to Operant Conditioning (3 credits)***

Operant Conditioning is prevalent among dog trainers. Details of this influential methods and its principals are outlined in this course. The Skinnerian operant paradigm is investigated with an emphasis on the four quadrants of operant conditioning, including both theoretical and practical examples. The application of systematic desensitization and counter-conditioning for preventing and/or treating phobias in dogs is also covered in depth.

***LIF 130 Building Team Dynamics (.5 credits)***

This course functions in a forum-like setting with students discussing concerns and working out issues in a group of their peers. The need for positive, constructive interactions is stressed, leading students to cohesive team collaboration.

***LIF 135 Career Considerations (.5 credits)***

This course is designed to develop practical job search and applicant presentation skills to increase the students' options and opportunities for locating immediate and appropriate jobs related to the desired career goal. Activities focus on ways to help students locate opportunities, network, apply for work, and market themselves to potential employers. Emphasis is placed on developing the self-knowledge and skills necessary to prepare a traditional cover letter, résumé, and marketing materials, participate in a job interview, and develop a plan of action for employment in the job market.

***LIF 150 Canine Health & Care (2.5 credits: 2 lecture, .5 lab)***

This course is an introduction to basic canine health care. Techniques for examining the dogs are stressed, as is preventive medicine. Treatments for minor injuries and other medical conditions are discussed. A list of treatments monthly, annually and beyond are given to the students who should become knowledgeable in their application.

Co-requisite(s): LIF 151 - Canine Health & Care Supervised Lab

***LIF 151 Canine Health & Care Supervised Lab (.5 supervised lab credits)***

Students will be required to attend to minor injuries and other medical conditions as well as learn how to save their program money by giving required shots and treatments.

Co-requisite(s): LIF 150 - Canine Health & Care

***LIF 155 Human Benefits of Dog Ownership (1.5 credits)***

This course focuses on documented and anecdotal physical, psychological, and health benefits of dog ownership. In the past quarter-century, the dog's role has become increasingly one of intimate family member and friend. Studies have shown that having a dog, touching a dog, and communicating with a dog reduces anger, increases life span, and adds to the quality of life. These and other benefits of canine companionship are explored in depth.

***LIF 160 The Human-Canine Body Mechanics (1 credit)***

This course, team-taught by human and canine medical practitioners, is an introduction to the human and canine body mechanisms and related functions. Anatomy, kinesiology, physiology, and immunology are presented in conjunction with body mechanics. The physics of human and canine sporting and working roles related to body mechanics is included. Knowledge of this material will enable students to analyze and evaluate human and canine capabilities in relation to their physical design.

***LIF 165 Human Aging and Grieving (.5 credits)***

This course traces the biology of the aging process in humans, contrasting and comparing the aging in differing ages. From the theories of aging, through the effects on body structure, composition, and functions, aging changes and dysfunctions will be explored. The importance of genetics vs. good health care are reviewed. The grieving portion of the course presents the pioneering research into the grieving process by Elizabeth Kubler Ross and others, while expanding it to include grieving for non-human loved ones and the sociological and psychological issues involved. An important and growing field in psychology, grieving is a critical part of facing and adjusting to the loss of an important being in one's life.

***LIF 170A Breeding, Birthing and Whelping (1 credit)***

This course focuses on actual breeding techniques and issues of dogs and dog whelping. Ethical issues of canine reproduction are discussed. The course also includes information on the care of newborn pups and the new mom. Whenever possible, students assist in a breeding and a whelping.

***LIF 170B Breeding, Birthing and Whelping (.5 lab credits)***

This course expands the student's knowledge of hands-on breeding and whelping techniques. This course gives students another opportunity to assist in a breeding and a whelping whenever available.

Pre-requisite(s): LIF 170A

***LIF 172 Pup Parent Management (.5 credits)***

This course will teach students how to create and run a successful puppy parent program from selection and training of puppy raisers through the process of recalling dogs for further training and placement.

***LIF 175 Canine Selection Methods (1 credit)***

This course introduces students to basic genetic principles that should be considered when choosing dogs for a breeding program, including both genotype and phenotype considerations.

***LIF 181 Human and Canine Families (3 credits)***

A wealth of research abounds about human family dynamics. These studies are used as the basis for a study of similar dynamics in the canine family, their sibling relationships, and parent-sibling hierarchies. Another dimension, the canine as a sibling in its adopted human family unit, is also examined.

***LIF 190A Motor Skill Learning (2.5 credits: .5 lecture, 2 lab)***

This course, for first-year students, provides an overview of the theories in sports psychology and physiology that pertain to the acquisition of motor skills and that apply to humans and dogs alike. These theories are put into practice in the laboratory component of this course, as the students develop motor skills pertaining to their own physical movements relative to dog training while simultaneously teaching dogs of differing ages and breeds specific motor skills in relation to their anticipated professional or social roles.

***LIF 190B Motor Skill Learning (2.5 credits: .5 lecture, 2 lab)***

This course, for first year students participating in their second semester of Motor Skills extends to more refinement of the theories in sports psychology and physiology in dogs and humans alike. Concentration will be on the similarities between the two and how important recognizing those similarities impacts the ultimate application in motor skill learning. The lecture theories are applied during the lab component.

Pre-requisite(s): LIF 190A

***LIF 192A Environmental Management (1 credit: .5 lecture, .5 lab)***

This course, for first-year students, teaches the basics in managing an environment in which dogs and humans coexist for their mutual benefit. Containment systems [pros and cons of kennel vs. yard containment], cleanup, sanitation and issues related to waste disposal requirements, along with general health and safety concerns applicable to the home, business or kennel environment, including toy safety, are explored. Boarding kennel vs. dog day care and other care-giving approaches are discussed.

***LIF 192B Environmental Management (.5 credits)***

This course, for first-year students, concentrates on the lab application of the theories and methodologies taught in LIF 192A. Students will be assigned kennel duties ranging from care of newly whelped pups to dogs preparing to graduate.

Pre-requisite(s): LIF 192A

***LIF 200 History of Emerging Human-Dog Culture (1.5 credits)***

This course provides an overview of the history of the human-dog relationship from the archeological findings of human's first contact with the canid, through speculations about their evolving association, to the dog's current

forms, shapes, colors, and instinctive orientations as molded by humans. The human's current form, shape, and orientation, as molded by the dog, is explored. The societal needs of humans, combined with the amazing genetic plasticity of the dog, has resulted in over 400 breeds of dog worldwide. This process of domesticating the dog to fit the diverse roles required by human society's needs and desires is explored through modern times.

***LIF 205 Obedient Dog Training & Customer Processing (3 credits: 2 lecture, 1 lab, 2 wks semester beginning)***

Students will be provided an overview of the entire process of deciding which customers to accept into a group class, and which to train individually, interviewing customers, providing legally appropriate application and other required paperwork, and following-up after class to see how the customer is doing.

***LIF 206 Obedient Dog Training & Public Class (3 credits: 2 lecture, 1 lab, 2 wks semester end)***

This course focuses on teaching the student both how to train dogs and how to apply those same techniques to running obedience classes and conducting training sessions for individual dog owners. The students will conduct a public obedience class as part of the curriculum.

***LIF 210 Intro to Dog Handling (3 lower credits: 2 lecture, 1 lab, summer course)***

This summer course is intended to acquaint Bachelor students new to the school with an overview of the dog commands and training methods used. This course is not specified for graduates of the Associate of Science degree programs, nor those who have taken the summer Service Dog Seminar.

***LIF 215 Intro to Canine Concepts (2 credits: 1.5 lecture, .5 lab)***

Students transferring in to the Bachelor's program with the required biological, psychological, and social and behavioral sciences will be provided an expanded understanding of many of those concepts and their correlations to dogs and dog training. This course is not required for graduates of the Associate of Science degree programs. Co-requisite(s): LIF 216 – Intro to Canine Concepts Supervised Lab

***LIF 216 Intro to Canine Concepts Supervised Lab (1 supervised lab credit)***

Students will apply the information taught in LIF 215 to applied dog handling and training, expanding their knowledge to include the use of several different methods of teaching motor skills to dogs while improving their own motor skill dog training abilities. An emphasis is placed on student self-assessment and peer assessment of the use of appropriate physical movements, voice and body postures while teaching the dogs as well as the ability to observe, assess, and understand dog behavior in the context of service dog skill acquisition. This course is not required for graduates of the Associate of Science degree programs.

Co-requisite(s): LIF 215 – Intro to Canine Concepts

***LIF 220 History of Dog Training (1.5 credits)***

This course reviews the written and pictorial history of dog training from initial publications to the most current. Historical accounts of humankind's many uses of dogs help students understand parallels between our relationship with dogs and our training methodology. Cultural and personal variables that influence the ways we train dogs are examined.

***LIF 222 Intro to Business & Companion Dog Selection, Breeding & Whelping (2 credits: 1.5 lecture, .5 lab)***

This course introduces students to the basic principles of selecting sporting, working, scent detection and companion dogs, the issues involved in the breeding process, and the materials and methods for whelping the resulting puppies. It will cover the selection phenotype characteristics like structure for each role, mid-to high arousal, desire to please and trainability. The role genetics play in selection will be referenced.

Co-requisite(s): LIF 223 - Intro to Business & Companion Dog Selection, Breeding & Whelping Supervised Lab

***LIF 223 Intro to Business & Companion Dog Selection, Breeding & Whelping Supervised Lab (1 supervised lab credit)***

The course lab will concentrate on having students observe an actual breeding and the whelping of and attending to a litter of pups.

Co-requisite(s): LIF 222 - Intro to Business & Companion Dog Selection, Breeding & Whelping

***LIF 225 Intro to Business Management (3 credits)***

Students learn about LLC's, building businesses and developing business plans, minimum HR practices, business ethics, personnel management and customer relations. Students will practice basic interview skills.

***LIF 230 Modern Human-Canine Partnerships (2 credits: 1 lecture, 1 lab, 2 wk semester end)***

An exploration of the many and diverse activities humans engage in with a canine partner. From hunting of old, to Scott and Ginsburg's revolutionary study on human learning conducted with dogs, to cancer-sniffing dogs, the canine's value to its human partner is growing and expanding in several directions. The student will leave with a much greater appreciation for the abilities and use of the canine, equipped to expand and grow those unique capabilities in more diverse and useful directions. The last two weeks of the semester are devoted to exploring the dog in these fascinating roles.

***LIF 235 Career Considerations (.5 credits)***

Graduating Associate students will explore a range of careers available in dog and industry-related businesses for Associate Degree graduates, and engage in an assessment of their personal strengths and skills in relation to desired career areas. Meetings consist of both individual and group discussions.

***LIF 240 The Obedient Dog (2.5 credits: .5 lecture, 2 lab)***

More than six million dogs are euthanized each year, with many others landing in county shelters and humane societies — often a result of improper upbringing or the owners' lack of handling knowledge. Qualified dog trainers and obedience instructors skilled not just in dog training, but also in educating people, are in great demand. This course focuses on teaching the student both how to train dogs and how to apply those same techniques to running obedience classes and conducting training sessions for individual dog owners.

***LIF 241 Client Processing (1 credit)***

An overview of the entire process of accepting clients, including application and other required paperwork, interviewing, processing, and follow-up. Students will learn the intricacies of, and be involved in, client processing and client interviews.

***LIF 242 Scent Detecting Dogs (1.5 credits: 1 lecture, .5 lab)***

Dogs have an amazing sense of smell that can be utilized in many working roles. This course introduces students to the many scent detection jobs dogs can do, including bed bug, sewage, truffle, drug, bomb, and vine mealy bug detection. Students will learn the fundamentals of scent detection training and will get hands-on experience training a dog to do scent detection.

***LIF 243 Dog Sports (1.5 credits: 1 lecture, .5 lab)***

An exploration of the many recreational activities that dogs and people can participate in together. Students will learn about and train their dogs in the basics of sports such as agility, rally and doggie dancing.

***LIF 244 Working Dogs (1.5 credits: 1 lecture, .5 lab)***

An exploration of the many working roles that dogs fulfill. Students will learn about, observe, and when applicable train their dogs in the basics of jobs such as hunting, sledding, herding and animal acting.

***LIF 245 Intro to Working & Sporting Dogs Roles & Training (1.5 credits: 1 lecture, .5 lab)***

An exploration of the many sporting and working dog activities that dogs and people can participate in together. Students will learn about, observe and be instructed in the basic rules and training methods appropriate to the basics of sports such as agility, rally and doggie dancing, and basics in working jobs like hunting, sledding, herding and animal acting.

Co-requisite(s): LIF 246 – Intro to Working & Sporting Dogs Roles & Training Supervised Lab

***LIF 246 Intro to Working & Sporting Dogs Training Supervised Lab (1.5 supervised lab credits)***

Students will practice with their assigned dogs in the activities taught.

Co-requisite(s): LIF 245 - Intro to Working & Sporting Dogs Roles & Training

***LIF 250A Professional and Business Development (1 credit)***

This course helps to prepare students for the public relations side of any dog-related endeavor and is designed to develop practical job search and applicant presentation skills to increase the student's options and opportunities for locating appropriate jobs related to their desired career goal. Activities focus on helping students locate and apply for jobs, network, and market themselves to potential employers. Emphasis is placed on public speaking, and developing the self-knowledge and skills necessary to prepare a traditional cover letter and resume, to participate in a job interview, and to develop a plan of action for employment in the job market. Methods of working with various media, such as newspaper, magazines, television, radio and public appearances are explored in detail. This course prepares students for the marketing and fundraising courses.

***LIF 250B Professional and Business Development (1.5 credits)***

This course focuses on marketing skills. Emphasis is put on "branding" with a definitive, exemplary, and memorable image. Students learn and practice techniques to focus public attention on their programs, set appropriate prices, and sell products and services.

Pre-requisite(s): LIF 250A

Co-requisite(s): LIF 250C

***LIF 250C Professional and Business Development (1.5 credits)***

This course focuses on fundraising skills. Students learn and practice techniques to build constituencies and to raise funds.

Pre-requisite(s): LIF 250A

Co-requisite(s): LIF 250B

***LIF 251 Pup Care & Training (1.5 credits: 1 lecture, .5 lab)***

Students will be taught basic pup care including the normal shots and those specific to differing locales. Preferred enrichment, and methods of early and later pup training and developmental stages will also be taught.

***LIF 255 Intro to Animal Shelters (1.5 credits: 1 lecture, .5 lab)***

Students will visit and get instruction in basic animal shelter operations, canine and kennel care and training. When possible, students will participate in training dogs to help increase their adoption rate.

***LIF 259 Business & Companion Dog Laws (1.5 credits)***

Explores the legal issues surrounding dog ownership in this country and around the world. Students critically compare canine-related systems of law in multiple countries. Particular attention is paid to existing U.S. law. Students are asked to examine the completeness, efficacy, enforce-ability, and consequences of current U.S. dog-related law. The intended and unintended effects of proposed new dog laws, such as breed-specific legislation, are explored. The relevance of this course stretches into all corners of students' everyday life with dogs.

***LIF 260 Dog Law (1.5 credits)***

Explores the legal issues surrounding dog ownership, crossing state lines, and generally applicable pet dog laws in this country like barking, dogs left in cars or traveling in pickup beds and those laws in other countries. Students critically compare canine-related systems of law in multiple countries. Particular attention is paid to existing U.S. law. Students are asked to examine the completeness, efficacy, enforce-ability, and consequences of current U.S. dog-related law. The intended and unintended effects of proposed new dog laws, such as breed-specific legislation, are explored. The relevance of this course stretches into all corners of students' everyday life with dogs.

***LIF 262 Intro to Kennel Technology (1 credit: .5 lecture, .5 lab)***

This course teaches methods used in managing a dog's environment. Containment systems, cleanup, sanitation, and issues related to waste disposal requirements, along with general health and safety concerns applicable to the home, business, or kennel environment, including toy safety, are explored.

***LIF 263 Kennel Technology Supervised Lab (.5 supervised lab credits)***

The lab includes applied experience in managing a dog's environment. Containment systems, cleanup, sanitation, and issues related to waste disposal requirements are practiced.

Co-requisite(s) and/or Pre-requisite(s): LIF 262 - Intro to Kennel Technology

***LIF 272 Intro to Scent Detecting Dogs (1 credit: .5 lecture, .5 lab)***

Dogs have an amazing sense of smell that can be utilized in many working roles. This course introduces students to the many scent detection jobs dogs can do for individuals like drug sniffing and termite detection work. Students will learn the fundamentals of scent detection training and will get hands-on experience training a dog to do scent detection.

Co-requisite(s): LIF 273 - Intro to Scent Detection Supervised Lab

***LIF 273 Intro to Scent Detection Supervised Lab (.5 supervised lab credits)***

Students and dogs will practice scent detection exercises and expand to other work roles with specific scents during the lab time. Focus will be on the dog's appropriate alerting methods.

Co-requisite(s): LIF 272 - Intro to Scent Detecting Dogs

***LIF 278 Intro to Remediating Problem Dogs (1.5 credits: 1 lecture, .5 lab)***

Dogs, whether sporting, working or pet dogs, can suffer from a number of behavioral problems that make them difficult to live or work with. This course will provide instruction on how to assess the most common of dog behavioral problems, and offer approaches to correcting them. The secondary issue will be to discuss what part of the problem, like the home environment, family inconsistency or other external issues will suggest that the dog needs to be placed in another role or home.

***LIF 282 Sales & Marketing (3 credits)***

This course focuses on marketing and sales through adept use of public relations, social media, emphasis on "branding" with a definitive, exemplary, and memorable image. Students learn and practice techniques to focus public attention on their programs, set appropriate prices, and sell products and services and utilize great customer relations for word of mouth advertising, community Chambers of Commerce, product displays and opportunistic circumstances.

***LIF 285 Finding Your Income Niche (1 credit)***

Seeking a business niche that is both enjoyable and lucrative requires insight into oneself as well as careful analysis of the business climate. The dog industry has grown from a million- to a billion-dollar industry in the last 30 years. Dog day-care centers are springing up everywhere, as are dog walking businesses. Pet and hunting dog training remains the backbone of the industry, but recreational uses of the dog are taking front and center stage. This course incorporates a cost/benefit analysis while taking individual personalities into consideration with the goal of helping the student define a business direction for him/herself.

***LIF 290A Motor Skill Learning (2.5 credits: 1 lecture, 1.5 lab)***

Through this course, students build on a knowledge of theoretical canine psychology and physiology as it relates to service dogs and the acquisition of human and canine motor skills. The Laboratory component similarly builds on acquired service dog motor skills, competencies gained in their mock client training. Instruction at this level is based on on-going assessments of each student's growth, which serves as a basis for individualized instruction. Further experience teaching diverse motor skills to dogs of varying ages and breeds continues to provide new opportunities for improving student capabilities in teaching canine service dog motor skills.

***LIF 290B Motor Skill Learning (2.5 credits: .5 lecture, 2 lab)***

This course builds on required student motor skill competencies gained the previous semester. Students are expected to refine their capabilities in teaching canine motor skills. This course focuses on refining assistance dog training methods acquired in the previous semester.

Pre-requisite(s): LIF 290A

***LIF 292A Environmental Management (1 credit: .5 lecture, .5 lab)***

This course expands on the methods used in managing a dog's environment. Containment systems, cleanup, sanitation, and issues related to waste disposal requirements, along with general health and safety concerns applicable to the home, business, or kennel environment, including toy safety, are explored.

***LIF 292B Environmental Management (.5 lab credits)***

This course builds on the student's knowledge of kennel management. Hands-on training is expanded upon with a variety of canine experiences.

Pre-requisite(s): LIF 292A

***LIF 296 Intro to Other Canine Career Paths (1.5 credits: 1 lecture, .5 lab)***

Students will be exposed to a number of canine occupations outside the world of service, sporting, working and scent detection dogs while still remaining in the profit sector: courthouse dogs, dog bite crime scene investigation, entry-level dog sitting and dog walking, driving dogs to and from veterinary appointments and grooming appointments, in-home pup housebreaking set ups and training, etc. Look beyond dog handling to other income sources like product sales and development.

Co-requisite(s): LIF 297 - Intro to Other Canine Career Paths Supervised Lab

***LIF 297 Intro to Other Canine Career Paths Supervised Lab (1.5 supervised lab credits)***

Practice skills in dog walking, doggie day care, playground monitoring, kennel loading/unloading, courthouse training, reading in schools, etc. Dog photography positioning and stays, video shoots.

Co-requisite(s): LIF 296 - Intro to Other Canine Career Paths

***LIF 299 Independent Study (1-6 credits per semester)***

Students have the opportunity to pursue personal academic interests related to their coursework by means of independent study. Independent study also includes credit for assisting instructors. All independent study must be approved by the Chief Academic Officer and supervised by a faculty member.

**Upper-Division Courses**

***LIF 305 History of Dog Breeds & Training (3 credits)***

This course studies the history, diversity, instincts, purpose, and problems associated with individual and groups of modern dog breeds. Students will be required to synthesize this material to project futurist changes in dog human relationship and roles.

***LIF 310 Selection, Breeding & Whelping Strategies (2 credits: 1.5 lecture, .5 lab)***

The course will provide the student the primary ingredients for choosing dogs for a successful breeding program. The students will debate and prioritize the various characteristics that make up the "perfect" dog for the chosen work role. They will select the characteristics of a hypothetical breeding pair including DNA analysis and become aware through video and real experiences what the critical elements of a physical breeding entails.

Co-requisite(s): LIF 311 – Selection, Breeding & Whelping Strategies

***LIF 311 Selection, Breeding & Whelping Strategies Supervised Lab (1 supervised lab credit)***

Students will monitor an actual breeding and prepare the equipment and supplies for an upcoming "whelping." Students will also manage the care of the whelp from its birth to detaching the umbilical cord from the placenta, through all the steps from checking its viability, drying it, recording times, weight, and readying its return to the mom.

Co-requisite(s): LIF 310 - Selection, Breeding & Whelping Strategies

***LIF 315 Environmental Management (1 credit)***

This course teaches the basics in managing an environment in which dogs and humans coexist for their mutual benefit. Containment systems, cleanup, sanitation and issues related to waste disposal requirements, along with general health and safety concerns applicable to the home, business or kennel environment, including toy safety, are explored. Boarding kennel vs. dog day care and other care-giving approaches are discussed.

Co-requisite(s): LIF 316 – Environmental Management Supervised Lab

***LIF 316 Environmental Management Supervised Lab (.5 supervised lab credits)***

Students will apply the knowledge and understanding gained in LIF 315 to applied experience maintaining kennel environments.

Co-requisite(s): LIF 315 - Environmental Management

***LIF 320 Business Management (3 credits)***

This course looks at the variety of businesses and corporate structures that comprise the growth in the dog-related industry over the past couple decades — from start-up entrepreneurial companies to the large corporations. Acquisition of skills necessary for business management are emphasized. The course comprises three elements, all of which are geared to helping the students make assessments concerning how and where they may want to work and make an impact in this expanding field of dog related businesses.

1. Students learn about and research the types of business structures in the dog and dog-related industry and research various types of products on the market
2. Students engage in an assessment of their personal strengths and skills and develop their knowledge of the dog industry. This is done with a view to better understanding how they might develop a start-up business or enter an existing business in a supervisory or management role.
3. Students are involved in formulating an idea that could be developed in a commercial market. This product may relate to training, management, development, or entertainment of dogs, or it may be something dog related.

***LIF 325 Computer Systems and Database Management \* (2 credits)***

Students learn how computer systems and software applications, including database management systems, may be used to meet the needs of a business or nonprofit organization. (\*Acceptable as an upper-division general education course.)

***LIF 330 Canine Nutrition (3 credits)***

The digestive anatomy of dogs and humans is reviewed, along with a study of the health requirements of the dog. Commercial dog foods are assessed to see if standards are met. A design for feeding programs for dogs of various ages and in various working or pet roles is discussed.

***LIF 335 Career Considerations (.5 credits)***

Graduating Bachelor students will explore a range of careers available to Bachelor Degree graduates in dog and industry-related businesses and engage in an assessment of their personal strengths and skills in relation to desired career areas. Meetings consist of both individual and group discussions.

***LIF 345 History of Dog Laws (3 credits)***

Students study the development of laws related to dogs, including the rationale behind the laws. Debates analyzing the appropriateness of specific laws and their applications are an integral part of the coursework.

***LIF 350 Dogs in Art (3 credits)***

Students examine the representation of dogs in all forms of art, from early cave drawings and classical sculpture to modern illustrations, including the dog in modern media, such as movies and television while comparing and contrasting cultural perspectives of the dog over time.



**LIF 355 Comparison of Human-Canine Personalities, Emotionality & Socialization Processes (3 credits)**

This course provides a look at human and canine personality models and birth-order theories and how they fit within the family model.

**LIF 360 Canine Anatomy (1.5 credits, 1 lec, .5 lab)**

The canine's anatomy, kinesiology, physiology, and immunology are presented in conjunction with body mechanics. Normal canine anatomy and physiology is taught through lectures, class activities and hands on dissections. All major organs and systems are examined to facilitate a working knowledge of how a healthy canine should look and behave. This knowledge allows students to effectively and efficiently recognize abnormal anatomy and potential illnesses in their dogs.

**LIF 361 Canine Health (2 credits)**

The canine's immunology will be studied along with applied techniques for examining eyes, ears, mouth, teeth, heart, respiratory system, skin, and neuromuscular systems; preventive medicine will also be stressed. Treatments for minor injuries and other minor medical conditions are analyzed.

Co-requisite(s): LIF 362 – Canine Health Supervised Lab

**LIF 362 Canine Health Supervised Lab (1 supervised lab credit)**

Lab exercises will consist of students taking part in dog exams, diagnosis, and treatment, monitoring that all the vaccinations and oral treatments are given and giving shots as needed. The applied exercises help develop the students' observational and analytical skills.

Co-requisite(s): LIF 361 - Canine Health

**LIF 375 The History of Modern Recreational and Working Dogs (3 credits)**

Students study the origins of the recreational and working dog fields; types of programs; how programs have formed; growth of the industry; types of tasks dogs perform; owners and handlers; issues faced by recreational and working dog, owner, handler, and training organization; current status; and trends.

**LIF 391 Assistance Dogs (2 credits: 1.5 lecture, .5 lab)**

Students analyze and differentiate objectives amongst the wide spectrum of assistance dog roles, learn the commands associated with each and the psychomotor skills applicable to each. Fundamentals of canine learning and motor skills acquisition as they relate to assistance dog training. Information will be presented from a variety of academic disciplines such as biology, ethology and psychology to help create a more complete and integrated level of student knowledge.

Co-requisite(s): LIF 395 – Assistance Dogs Supervised Lab

**LIF 392 Dog Sports & Working Dog Training (2 credits: 1.5 lecture, .5 lab)**

Students will apply their understanding of canine learning and motor skills acquisition from the Assistance Dog Training course to the acquisition of learning and motor skills in the areas of sports and working dog roles. They will also appraise current trends in human canine sporting and working roles and their impact on the resulting partnerships to further advance their knowledge base. Information from a variety of academic disciplines such as biology, ethology and psychology help create a more complete and integrated level of student understanding.

Prerequisite(s) LIF 391- Assistance Dogs

Co-requisite(s): LIF 397 - Dog Sports & Working Dog Training Supervised Lab

**LIF 393 Dog Rescue & Shelter Program Operations (2 credits: 1.5 lecture, .5 lab)**

First-year Bachelor students will advance their knowledge by applying their understanding of canine learning and motor skills acquisition to understanding the operations of dog rescue and shelter programs, including intake methodology. They will also be expected to anticipate issues of the problems these dogs have and compare those with the reality of their experiences when training in the shelter.

Pre-requisite(s): LIF 391- Assistance Dogs OR LIF 491- Obedience Training OR Graduate in good standing from Bergin College of Canine Studies' Associate of Science degree program

Co-requisite(s): LIF 394 – Dog Rescue & Shelter Program Operations Supervised Lab

***LIF 394 Dog Rescue & Shelter Program Operations Supervised Lab (1 supervised lab credit)***

The Laboratory portion of this course provides first-year year Bachelor students with opportunities to learn the guidelines of a shelter's training program. Applied knowledge in the operations of the rescue or shelter program will also be involved.

Pre-requisite(s): LIF 391- Assistance Dogs OR LIF 491- Obedience Training OR Graduate in good standing from Bergin College of Canine Studies' Associate of Science degree program

Co-requisite(s): LIF 393 – Dog Rescue & Shelter Program Operations

***LIF 395 Assistance Dogs Supervised Lab (1 supervised lab credit)***

The laboratory portion of this course provides students with the opportunity to develop the motor skills necessary to teach assistance dog tasks to their assigned dog(s) as well as to facilitate their ability to teach these skills to others.

Co-requisite(s): LIF 391 - Assistance Dogs

***LIF 397 Dog Sports & Working Dog Training Supervised Lab (1 supervised lab credit)***

The Laboratory portion of this course provides students with opportunities to practice motor skills in these areas to further reinforce their abilities to teach canine motor skills as well as to facilitate their own skill development and that of other students. An emphasis is placed on student self-assessment of appropriate physical movements, voice and body postures related to training dogs as well as on the ability to observe, assess, and understand dog behavior in a variety of situations and learning environments.

Pre-requisite(s): LIF 391- Assistance Dogs

Co-requisite(s): LIF 392 - Dog Sports & Working Dog Training

***LIF 400 Advanced Sales, Fundraising, and Marketing Strategies (3 credits)***

Marketing techniques and sales and fundraising strategies get old as the public habituates to them. What is needed now to focus the spotlight on a program and to gain the confidence of the public to donate or purchase a product or service? This course presents the newest, most dynamic methods for today's audience.

***LIF 415 Advanced Environmental Management (1 credit)***

Students research the newest, most up-to-date methods to establish and maintain an environment in which dogs and humans coexist for their mutual benefit. Visits to a variety of kennel settings form the backdrop of this course. The requirements and considerations for creating and managing safe, healthy, and enriching environments in the home, kennel, and business are explored.

Co-requisite(s): LIF 416 – Advanced Environmental Management Supervised Lab

***LIF 416 Advanced Environmental Management Supervised Lab (.5 supervised lab credits)***

Students will apply the knowledge and understanding gained in LIF 415 to applied experience maintaining kennel environments.

Co-requisite(s): LIF 415 - Advanced Environmental Management

***LIF 420 Advanced Breeding, Whelping & Care (3 credits)***

Focusing on the medical aspects of breeding, whelping, and care, this course provides information that addresses potential problems and difficulties in breeding, whelping, and care.

***LIF 430 Human & Canine Language Compared (1.5 credits)***

This course explores human body, facial movements, and involuntary utterances relative to their meaning in the United States culture (and to a lesser extent in other cultures). Similarly, facial and body language, along with vocalizations of dogs, are examined. Comparing and contrasting these language methods of the human and the dog is the primary focus of this course.

***LIF 440 Research and the Dog (3 credits)***

This course provides an introduction to quantitative, qualitative, clinical, historical, and philosophical research that has been done on the dog. Identification of obvious research needing to be done, questions not yet answered, and issues remaining to be resolved are explored. Students are required to undertake projects to help define and clarify shortfalls in dog research, theorizing why this research remains undone.

***LIF 445 Dogs in Literature (3 credits)***

Students study the portrayal and influence of dogs in literature, including books, magazines, plays, and films. The literature studied represents several countries and is targeted to audiences of all ages. Through this, an understanding of differing cultural views of the dog will be examined.

***LIF 450 Genetics vs. Environment (3 credits)***

The influences of genetic and environmental causes of physical and behavioral issues and their solutions will be contrasted and compared. Students will be required to analyze phenotypical and genotypical responses as part of the selection process. The course includes the study of genetic markers and their relation to dog pedigrees.

***LIF 455 Theoretical, Practical & Ethical Issues of Dog-Human Recreational and Work Activities (3 credits)***

This course focuses on the critical components of recreational and working dog knowledge, programs, management, innovations, and applications including concepts, statements, metaparadigms, philosophies, conceptual models, and theories. It explores the ethical, legal, and medical issues related to the owner or handler placements. It explores the role of the owner or handler and his or her family, friends, and human service professionals, such as firefighters, police officers, search and rescue workers, customs agents, and other professionals in recreational and working dog placements. How much is too much infringement into the life of the owner or handler prior to placement? How much information should be sought from the professionals working with an individual? What are they legally or morally able to divulge? Where is the balance benefiting owner or handler, dog, and program?

***LIF 460 Cynomorphic Perspective (3 credits)***

A psychological and philosophical review that answers, as best we can, the following questions: 1) What do dogs know, think, and believe? 2) How is canine consciousness similar and different from human consciousness? 3) What is the role of nature and nurture in shaping canine cognitive capacity? 4) Is a dog capable of moral agency? 5) What does it mean to hold a dog morally responsible?

***LIF 491 Obedience Training (2 credits: 1.5 lecture, .5 lab)***

Students will apply their understanding of canine learning and motor skills acquisition to learn to work with pet dogs and their families. From puppy and pet dog training through competitive venues, students will get a thorough education in how to teach obedience skills to dogs as well as how to teach people to work with their own dogs. Students will be preparing to teach obedience classes to the general public.

Co-requisite(s): LIF 495 - Obedience Training Supervised Lab

***LIF 492 Scent Detection Training (2 credits: 1.5 lecture, .5 lab)***

In this course students will apply their understanding of canine learning and motor skills acquisition to the training of dogs for scent detection. Students will refine their training and observation skills so they can learn to: 1) read the subtle body language changes of dogs working odor and 2) use body language cues to direct a searching dog without interfering with the dog's work. Students will compare and contrast differing "alerting" requirements relative to the scent jobs involved. Information from a variety of academic disciplines such as biology, ethology and psychology help create a more complete and integrated level of student understanding.

Pre-requisite(s): LIF 491- Obedience Training

Co-requisite(s): LIF 496 – Scent Detection Training Supervised Lab

***LIF 493 Advanced Concepts in Dog Rescue & Shelter Programs (2 credits: 1.5 lecture, .5 lab)***

Second-year Bachelor students will apply their understanding of canine learning and motor skills acquisition to analyze better ways to train these problem dogs and to support the needs of shelter dogs by designing and

implementing their own kennel organization and training plans for dogs at a local animal shelter.

Pre-requisite(s): LIF 391- Assistance Dogs OR LIF 491- Obedience Training OR

LIF 393- Dog Rescue & Shelter Program Operations

Co-requisite(s): LIF 494 – Advanced Concepts in Dog Rescue & Shelter Programs Supervised Lab

***LIF 494 Advanced Concepts in Dog Rescue & Shelter Programs Supervised Lab (1 supervised lab credit)***

The laboratory portion of this course provides students with opportunities to expand their former learning by getting hands-on experience training dogs with more serious problem behaviors, as well as teaching shelter staff and volunteers how to follow through with these methods. This experience will reinforce their abilities to teach canine motor skills as well as increase their ability to teach other people to work successfully with problem dogs. An emphasis is placed on student assessment of the training needs of the dogs as well as the ability to teach others to use appropriate physical movements, voice and body postures to teach the dogs.

Pre-requisite(s): LIF 391- Assistance Dogs OR LIF 491- Obedience Training OR

LIF 393- Dog Rescue & Shelter Program Operations

Co-requisite(s): LIF 493 – Advanced Concepts in Dog Rescue & Shelter Programs

***LIF 495 Obedience Training Supervised Lab (1 supervised lab credit)***

The Laboratory portion of this course provides students with opportunities to expand their abilities to teach obedience motor skills to dogs and to dog owners. An emphasis is placed on the student's ability to self-assess as well as to assess and coach others in the appropriate physical movements, voice and body postures needed for obedience training.

Co-requisite(s): LIF 491 - Obedience Training

***LIF 496 Scent Detection Training Supervised Lab (1 supervised lab credit)***

In this course students will apply their understanding of canine learning and motor skills acquisition to the training of dogs for scent detection. Students will refine their training and observation skills so they can learn to: 1) read the subtle body language changes of dogs working odor and 2) use body language cues to direct a searching dog without interfering with the dog's work. Students will compare and contrast differing "alerting" requirements relative to the scent jobs involved. Information from a variety of academic disciplines such as biology, ethology and psychology help create a more complete and integrated level of student understanding.

Co-requisite(s): LIF 492 – Scent Detection Training

***LIF 499 Independent Study (1-6 credits per semester)***

Students have the opportunity to pursue personal academic interests related to their coursework by means of independent study. Independent study also includes credit for assisting instructors. All independent study must be approved by the Chief Academic Officer and supervised by a faculty member.

**Elective Courses**

***LIF 293A Intro to Dogs Helping Veterans with Disabilities (.5 credits)***

Participation in this course will provide an in depth look at Post-Traumatic Stress Disorder (PTSD) and other disabilities veterans live with and how canine assisted therapy can help where conventional treatments sometimes fail.

***LIF 293B Dogs Helping Veterans Lab (.5 supervised lab credits)***

Participants gain hands on experience teaching veterans how to utilize the human-canine relationship to alleviate various symptoms they may be experiencing and how to train their own pet dogs to provide companionship.

Co-requisite(s): LIF 293A Intro to Dogs Helping Veterans with Disabilities

***LIF 295 Intro to Statistics (3 credits)***

In this course, students will use principles of probability and statistics to make reasoned assumptions of populations. We will explore and make use of sampling techniques, measures of center and spread, distributions, confidence intervals, hypothesis testing, measures of correlation, and more.

# ADMISSIONS

The admissions process consists of an exchange of information between the applicant and Bergin College. Successful completion of this exchange, including proof the student has met the admission requirements, will result in an invitation to the student to attend the Bergin College of Canine Studies.

## ADMISSION REQUIREMENTS

The following are admission requirements for each of the degree programs.

## DEGREE PROGRAM REQUIREMENTS

### Master of Science (MS) Degree Program

Applicants must submit:

- Bergin College application
- Application fee of \$50.00
- Proof of identity and photo
- An official transcript of an earned bachelor's degree from a college or university that is accredited by an agency recognized by the U.S. Department of Education
- Personal Essay:
  - One-to-two page essay explaining the student's interest and future goals related to the program of study
  - The essay will also include a description of the applicants' experience with dogs
- Two letters of reference: one professional, one personal

### Bachelor of Science (BS) Degree Program

Applicants must submit:

- Bergin College application
- Application fee of \$50.00
- Proof of identity and photo
- Verification of high school graduation by copy of transcript, diploma, GED score, or equivalency
- An official transcript of coursework taken at a college or university that is accredited by an agency recognized by the U.S. Department of Education verifying thirty (30) general education and thirty (30) elective credits with a minimum 2.0 cumulative GPA. An Associate degree is not necessary for acceptance.
- A one-page "Interest and Intent" essay explaining the student's interest and future goals related to the program of study
- Two letters of reference: one professional, one personal

### Associate of Science (AS) Degree Programs

Applicants must submit:

- Bergin College application
- Application fee of \$50.00
- Proof of identity and photo
- Verification of high school graduation by copy of transcript, diploma, GED score, or equivalency
- An official transcript of coursework taken at a college or university that is accredited by an agency recognized by the U.S. Department of Education verifying twenty-one (21) general education and three (3) elective credits with a minimum 2.0 cumulative GPA
- A one-page "Interest and Intent" essay explaining the student's interest and future goals related to the program of study
- Two letters of reference: one professional, one personal

# APPLICATION STEPS FOR DEGREE PROGRAMS

- Step 1: Request an application from the Bergin College Admissions Office or download at [www.berginu.edu](http://www.berginu.edu).
- Step 2: Complete and submit the application form. Include application fee, proof of identity, letters of reference, and “Interest and Intent” essay.
- Step 3: Additional application materials as required by specific program (listed above).
- Step 4: If notified of acceptance, review, sign, and return all appropriate admissions and enrollment documents.
- Step 5: Out-of-the-area students need to arrange housing.
- Step 6: Tuition and fees are due prior to attending the first class. Tuition and fees are the same regardless of the student’s home state or country. Payment must be made by mail or in person. MasterCard, Visa, Discover and American Express credit cards accepted.
- Step 7: Attend the Orientation.

## ADMISSION STATUS

Admission status at the College includes the following definitions:

- **Applicant** — refers to an individual who is in the process of applying or whose application the Office of Admissions is currently reviewing.
- **Accepted** — refers to an individual who has met all program application requirements and who has received official notice from the Office of Admissions that he or she has been accepted.
- **Student** — refers to an accepted applicant who has signed an enrollment agreement and has attended classes for seven days. A student also refers to anyone who is currently enrolled in a Bergin College program.
- **Denied Acceptance** — refers to an individual who did not meet all admission requirements for the selected program and was denied admission.

## TRANSFER CREDIT REQUIREMENTS

Bergin College’s associate and bachelor’s degree programs require that a student fulfill all or most of the programs’ General Education and Elective coursework through a process of enrolling in the courses at another college or postsecondary educational institution, then transferring the completed credits to Bergin College by means of an official transcript of record from the awarding institution.

The following requirements apply to all credits and coursework transferred to Bergin College.

- Coursework must be taken at an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Or, be recognized by the respective government as an institution of higher education if transferring from a foreign institution.
- Coursework is verified by the submission of official academic transcript(s) of record from the awarding institution(s). Applicants request that the academic institution(s) from which they took the coursework send copies of official transcripts directly to Bergin College’s Office of Admissions.
- All transferred credits are calculated as semester credits. If the submitted transcript indicates that credits are based on quarters, then the credits will be converted to semester credits using the formula of  $\frac{2}{3} \times \text{quarter credits} = \text{semester credits}$ .
- All transferable coursework is required to have a grade-point value of 2.0 (“C”) or better.
- Bergin College does not award credit for prior experiential learning.
- Bergin College has no transfer or articulation agreements with other institutions.
- Coursework must be completed prior to enrollment. Note: An applicant who has not completed all transfer coursework may be permitted to enroll upon consultation with the Chief Academic Officer. However, no student can graduate from a program without fulfilling all coursework and credit requirements including transfer credits.
- At a minimum, 25 percent of the credits required for non-degree and undergraduate degree programs must be completed at Bergin College of Canine Studies.

Students may be required to provide a catalog record for the school where credit was earned and/or a course outline, establishing that learning outcomes for the coursework are comparable to that required in the course for which it will substitute.

Bergin College of Canine Studies does not accept ability-to-benefit students.

Decisions on award of transfer credit is made by the Chief Academic Officer or assigned staff, in consultation with appropriate faculty. Academic credit awarded through “transfer” is not calculated in the overall cumulative GPA for coursework completed at Bergin College, nor is credit applicable toward confirmation of Satisfactory Academic Progress.

Bachelor’s degree transfer of credits requirement:

- 30 credits of specified General Education coursework
  - 6 additional credits of elective General Education coursework
  - 24 credits of Elective coursework
  - (60 total transfer credits)
- An Associate degree is not necessary for acceptance.

Associate degree transfer credits requirement:

- 21 credits of General Education coursework
- 3 credits of Elective coursework
- (24 total transfer credits)

In addition to these overall transfer requirements, guidelines apply specifically to the associate and bachelor’s degree general education and elective coursework. These guidelines are found in the respective sections below.

# GENERAL EDUCATION TRANSFER REQUIREMENTS

Bergin College recognizes that teaching and learning embrace several bodies of knowledge, skills, and sensibilities that combine to educate the whole student. Even though the College's specialized curriculum has wide-ranging application, the study of the symbiotic human-dog relationship limits exposure to a broader-based curriculum. Therefore, the College's general education requirement is designed to expose students to the knowledge, skills, and attitudes that empower them to solve problems, clarify values, secure and sustain meaningful professions and careers, and embrace learning as a lifelong process. Bergin College's general education requirement promotes an appreciation for art, mathematics, science, history, and communication abilities.

## GENERAL EDUCATION REQUIREMENTS

### BACHELOR'S DEGREE PROGRAM

Students seeking the Bachelor's in Canine Studies (Cynology) degree are required to complete 36 credits of general education coursework in five academic areas of study.

- *Communication Arts* = 6 semester credits  
The Communication Arts general education requirement addresses an educated person's need to be competent in basic communication skills. Coursework in composition, speech, and rhetoric fulfill the requirement. Students must transfer in 3 credits in oral communication and 3 credits in written communication.
- *Mathematics* = 3 semester credits  
The Mathematics general education requirement addresses an educated person's ability to perform basic computational skills and mathematical analysis. Coursework in statistics or calculus fulfill the requirement.
- *Arts and Humanities* = 6 semester credits  
The Arts and Humanities general education requirement addresses an educated person's appreciation of cultural and artistic achievement. Coursework in literature, philosophy, logic, foreign language, art and music appreciation fulfill the requirement.
- *Social and Behavioral Sciences* = 9 semester credits  
The Social and Behavioral Sciences general education requirement addresses an educated person's understanding of human interaction with self and society. Coursework in history, economics, political science, geography, sociology, anthropology, and general psychology fulfill the requirement. Students must transfer in a minimum of 3 credits in a psychology course.
- *Science* = 6 semester credits  
The Science general education requirement addresses an educated person's understanding of the physical and/or biological sciences. Coursework in biology, chemistry, physics, geology, and astronomy fulfill the requirement. Students must transfer in a minimum of 3 credits in a biological science.
- *Additional General Education Coursework* = 6 semester credits  
An additional 6 credits of general education electives are necessary to fulfill the bachelor's degree requirement of 36 credits. These 6 credits are to be taken from any of the five academic areas listed above and transferred to Bergin College.

A student must be able to demonstrate via official transcript that the credits to be transferred are for courses that meet the general education requirements in each of the five areas noted above. In addition, a general education transfer course must meet the general education requirements of the institution at which the course was taken.

### BERGIN COLLEGE OF CANINE STUDIES SPECIAL BS TRANSFER REQUIREMENTS

First-year Bachelor of Science students must complete the two-week summer class LIF 210 Intro to Dog Handling course before entering the Bachelor of Science degree program in the fall. Students who have completed the College's summer Service Dog Seminar or who have graduated from the Associate of Science degree program are exempt from this requirement.



## ASSOCIATE DEGREE PROGRAMS

Students seeking the Associate of Science in Business and Companion Dog Studies, or the Associate of Science in Assistance Dog Education degree, are required to complete 21 credits of general education coursework in five academic areas of study.

- *Communication Arts* = 6 semester credits  
The Communication Arts general education requirement addresses an educated person's need to be competent in basic communication skills. Coursework in composition, speech, and rhetoric fulfill the requirement. Students must transfer in 3 credits in oral communication and 3 credits in written communication.
- *Mathematics* = 3 semester credits  
The Mathematics general education requirement addresses an educated person's ability to perform basic computational skills and mathematical analysis. Coursework in college level algebra, calculus, and statistics fulfill the requirement.
- *Arts and Humanities* = 3 semester credits  
The Arts and Humanities general education requirement addresses an educated person's appreciation of cultural and artistic achievement. Coursework in literature, philosophy, logic, foreign language, art and music appreciation fulfill the requirement.
- *Social and Behavioral Sciences* = 6 semester credits  
The Social and Behavioral Sciences general education requirement addresses an educated person's understanding of human interaction with self and society. Coursework in history, economics, political science, geography, sociology, anthropology, and general psychology fulfill the requirement.
- *Science* = 3 semester credits  
The Science general education requirement addresses an educated person's understanding of the physical and/or biological sciences. Coursework in biology, chemistry, physics, geology, and astronomy fulfill the requirement.
- *Additional General Education Coursework* = 3 semester credits  
An additional three credits of general education electives are necessary to fulfill the associate's degree requirement of 24 credits. These 3 credits are to be taken from any of the five academic areas listed above and transferred to Bergin College.

A student must be able to demonstrate via official transcript that the credits to be transferred are for courses that meet the general education requirements in each of the five areas noted above. In addition, a general education transfer course must meet the general education requirements of the institution at which the course was taken.

## ELECTIVE COURSEWORK TRANSFER REQUIREMENTS

Elective coursework is at the discretion of the student, and enables students to broaden their education with a variety of courses based on their personal interests. All transfer elective credits must meet Bergin College's transfer requirements.

Bachelor's degree students are required to transfer thirty (30) credits of elective coursework in addition to the required 30 transfer credits of general education. Six of the elective credits must also qualify as general education credits.

Associate degree students are required to transfer three (3) credits of elective coursework in addition to the required 21 transfer credits of general education.

# **COLLEGE CREDIT PROGRAMS**

## **CORRESPONDENCE COURSES**

A maximum of 36 semester units of correspondence courses from accredited institutions may be used to satisfy degree requirements. No more than 9 of the 36 units will be allowed toward completion of upper-division requirements. Credit will not be allowed for Continuing Education Units (CEUs).

## **ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE**

Lower-division credit will be applied to the general-education areas if appropriate or to the elective area for students receiving a score of 3 or higher on Advanced Placement (AP) examinations and for scores of 5, 6, or 7 on Higher-Level subject examinations of the International Baccalaureate Program. The number of units awarded is based on the recommendations of the American Council on Education (ACE). The College does not allow AP credit if it duplicates transfer credit awarded for a college course.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

College Level Examination Program (CLEP), a national testing program, assesses knowledge an individual already possesses. Undergraduate students may use CLEP tests to increase the number of lower-division transfer units and to fulfill lower-division requirements. Credit is allowed as recommended by the American Council on Education. The amount of credit awarded for a CLEP examination depends upon a number of variables including the number of units and distribution of units previously accepted in transfer, prior courses completed, and where prior transfer units were completed. The College does not allow credit for a CLEP examination if (1) the exam content would duplicate transfer credit previously awarded for a college course; or (2) the exam content is at an academic level below one at which the student has previously demonstrated competence (academic regression). The Admission Services Director should be contacted regarding the transferability and applicability of CLEP tests.

## **DANTES SUBJECT STANDARDIZED TESTS**

Credit may be allowed for specific DANTES Subject Standardized Tests (DSST) exams with consideration given to ACE recommendations. The amount of credit awarded depends on a number of variables including the number of units and distribution of units previously accepted in transfer, prior courses completed, and where prior transfer units were completed. The College does not allow credit for a DSST examination if (1) the exam content would duplicate transfer credit previously awarded for a college course; or (2) the exam content is at an academic level below one at which the student has previously demonstrated competence (academic regression). The Admission Services Office should be contacted regarding the transferability and applicability of DSST tests.

## **MILITARY SERVICE**

The College accepts recommendations from the American Council on Education (ACE) for lower division (L) credit as transcribed on the Joint Services Transcript (JST). DD214, DD295, or official military transcript form is required to consider credit for military service.

# INTERNATIONAL STUDENT APPLICANT INFORMATION

Bergin College is authorized by the U.S. Department of State to participate in the Student and Exchange Visitor Program (SEVP).

## INTERNATIONAL TRANSCRIPTS

Foreign student applicants must include with their application an English transcript of general education and elective course requirements. Remember, the transfer course requirements are different depending on the program or certificate; please read catalog carefully. Proof of education requires that all non-U.S. educational records must meet the following requirements:

- a. The forms must be in English
- b. Official transcripts for credits earned at an institution of higher education outside of the United States must be accompanied by a credit evaluation in English provided by an international credit evaluation service.

## INTERNATIONAL STUDENTS AND PROFICIENCY IN USE OF THE ENGLISH LANGUAGE

A student educated out-of-country and/or with instruction in a language other than English, is required to submit documentation regarding English proficiency and transfer coursework. International students whose native language is not English and who did not attend a secondary school or college where English was the language of instruction must demonstrate language proficiency by one of the following methods:

- a. Submit the score of the Test of English as a Foreign Language (TOEFL) taken in the previous 12 months.
  - Recommended score for successful education in our college is 500 (paper-based), 173 (computer-based), and 61 (Internet-based). Bergin College of Canine Studies accepts the recommended score.
- b. Submit transcript from previous college or university in United States.
- c. Submit transcript from English Language School in United States.

## INTERNATIONAL STUDENTS AND IMMIGRANT VISAS

Students must follow the procedures regulated by their F-1 visa status. Immigrant visa residents must provide their assigned “A-number” or verification of legal residency in California. Bergin College does not offer visa services.

The College is approved to offer I-20 immigration forms for full time students who meet their country’s criteria. Please contact us for details.

**If delivery of I-20 via Federal Express is required, the applicant will be charged the appropriate fee.**

Master of Science Students: Please note that the Form I-20 is only applicable to the two-week on campus sessions. Students are not allowed to stay in the U.S. throughout the program.

Step 1: Classes are taught in English, so proficiency is critical. Applicants whose native language is not English and who did not attend a secondary school or college where English was the language of instruction are required to provide their TOEFL (Test of English as a Foreign Language) test results.

Step 2: Associate (9 months) degree and Bachelor’s (2 years) degree programs require a student visa.

Step 3: After you have been accepted, a Bergin College administrator will send the Form I-20. **If delivery of I-20 via Federal Express is required, the applicant will be charged the appropriate fee.**

Step 4: When you receive the I-20, you can apply to the U.S. Department of State for an F-1 visa (Student Status for Vocational Student). Information about issuing the visa is available at U.S. Department of State website ([www.state.gov](http://www.state.gov)). The process of issuing a visa could take a few months.

Step 5: When you get your visa from the American Embassy in your country, you can enter the United States 30 days prior to the program start date listed in the Form I-20. You have to have in your possession both the I-20 and your passport with I-94 (visa) to get into the United States.

# CERTIFICATE PROGRAMS

In addition to the degree programs, Bergin College offers a certificate program. The certificate program is designed to make the College's educational offerings available to professionals and others interested in furthering their knowledge or job skills through related human-dog studies. The certificate program is not accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) nor the Accrediting Commission of Career Schools and Colleges (ACCSC).

## CERTIFICATE PROGRAMS OPEN TO THE PUBLIC

### ***SERVICE DOG TRAINING SEMINAR – 297.5 clock hours***

The Service Dog Training Seminar is designed to introduce and educate students to the theories and applied practices involved in the selection, training, matching, placement and follow-up of service dogs with clients with mobility and psychological limitations. Employing the most up-to-date research-based methodologies, the seminar:

- Provides training for employees of existing programs providing knowledge to help them upgrade their methods;
- Helps existing assistance dog programs add a service dog training component to their current repertoire of assistance offerings;
- Prepare graduates for entry-level employment with client-oriented service dog programs;
- Is beneficial for those interested in starting one's own non-profit service dog business.

The seven-week Seminar begins with students participating in the two-week *BASICS and the ABCS of the SMARTEST DOG TRAINING* model program used in the placement of service dogs with clients. This is followed by three weeks of applied service dog command training combined with a series of lectures covering topics ranging from canine health care to an understanding of disabilities, and the application of various service dog roles. The last two weeks requires the students (under the watchful eye of their instructor) to teach an actual service dog class, giving the lectures, running the training practices, doing demos, and conducting fieldtrips. On the last day a graduation ceremony is held for the clients who have received a dog (and the students receiving a certificate). The students conduct each part of the pre-designed ceremony concluding an educational and applied immersion into most aspects of service dog program operations.

### **PROGRAM EDUCATIONAL OBJECTIVES**

- To introduce and involve students in theory and applied methods involved in the training of service dogs;
- To educate students in the procedures involved in the placement of service dogs with individuals with mobility and psychological limitations; and
- To provide students with an overview of employment-related opportunities in the service dog field, including: entry-level canine care and training positions; client placement specialists; fundraisers; and canine therapeutic intervention handlers.

### **PROGRAM LEARNING OUTCOMES**

Students completing the course will be able to demonstrate:

- Skills related to the training of service dogs commands;
- Procedures related to the placement and follow-up of service dogs with individuals with mobility and psychological limitations;
- Knowledge of canine health and wellness care, other service dog roles, new perspectives in dogs' cognition, pup raising practices, overview of service dogs from start to finish.
- Knowledge of employment opportunities related to service dog training and placement.

# **CERTIFICATE PROGRAM REQUIREMENTS**

## **The Service Dog Training Seminar**

Completion and submission of all application materials:

- Completed application form
- Required application fee of \$50.00
- Verification of high school graduation by copy of transcript, diploma, GED score, or equivalency; or most recent college transcripts
- Proof of identity
- A one-page “Interest and Intent” essay
- Two letters of reference: one professional, one personal

## **CERTIFICATE OF COMPLETION**

Bergin College issues a Certificate of Completion to students successfully completing its seminar. This certificate indicates that the student has demonstrated the knowledge and abilities required by the coursework.

# FINANCIAL POLICIES & PROCEDURES

## TUITION and FEES for 2018-19

Bergin College of Canine Studies tuition, fees, and charges are based on the individual program of study.

Program	Tuition	Application Fee	Registration Fee	Support & Supplies	Total Program Costs	Estimated Total Program Costs for Training Outings*	Estimated Total Program Costs for Books**	Returned Check Fee***	Estimated Total Program Costs
A.S. Business and Companion Dog Studies	\$4,975 per semester / \$9,950 total tuition	\$50 <sup>1</sup>	\$100 <sup>1</sup>	\$250 <sup>2</sup> per semester / \$500 total program	\$10,600	\$300	\$400	\$20	\$11,300
A.S. Assistance Dog Education	\$4,975 semester / \$9,950 total tuition	\$50 <sup>1</sup>	\$100 <sup>1</sup>	\$250 <sup>2</sup> per semester / \$500 total program	\$10,600	\$300	\$400	\$20	\$11,300
B.S. Canine Studies (Cynology)	\$4,400 semester / \$17,600 total tuition	\$50 <sup>1</sup>	\$100 <sup>1</sup>	\$250 <sup>2</sup> per semester / \$1,000 total program	\$18,750	\$300	\$400	\$20	\$19,450
M.S. Human-Canine Life Sciences	\$4,612.50 semester / \$18,450 total tuition	\$50 <sup>1</sup>	\$100 <sup>1</sup>	\$75 per semester / \$300 total program	\$18,900	\$200	\$500	\$20	19,600
LIF 210 Intro to Dog Handling	\$800 for course	n/a	n/a	n/a	\$800	n/a	n/a	\$20	\$800 for course
Dogs Helping Veterans Elective Course (open only to students enrolled in a College A.S. or B.S. degree program)	\$250 per semester / \$500 total for elective course	n/a <sup>3</sup>	n/a	n/a	\$500 for elective course	n/a	n/a	\$20	\$500 for elective course
LIF 295 Intro to Statistics (open only to students enrolled in a University A.S. or B.S. degree program)	\$500 for elective semester course	n/a <sup>3</sup>	n/a	n/a	\$500 for elective course	n/a	n/a	\$20	\$500 for elective course
Service Dog Training Seminar	\$4,100	\$50	\$100	\$150 <sup>2</sup>	\$4,400	\$300	\$100	\$20	\$4,800

<sup>1</sup> Required for 1st semester of consecutive attendance only. Students who have paid a registration fee for a College program are not required to pay an additional registration fee when enrolling in another College program, when taken consecutively.

<sup>2</sup> Additional estimated out-of-pocket cost of training outings is \$200-300.

<sup>3</sup> Dogs Helping Veterans and Intro to Statistics are elective courses, thus require no application fee.

\*Cost of Training Outings varies depending on what the student chooses to spend on field trips, cost of gas, etc. This fee is not included in Total Program Costs.

\*\*Cost of Books varies as most instructors, except Master of Science instructors, do not expect students to purchase books. This fee is not included in Total Program Costs.

\*\*\*Returned Check Fee is not included in the Total Program Costs or the Estimated Total Program Costs as it is not applicable to most students.

**Application Fee:** The application fee is nonrefundable, due with receipt of a formal application. Applications will not be processed without payment of this fee. All monies paid by an applicant will be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment.

**Registration Fee:** A registration fee is nonrefundable, due three months prior to the first day of class, and is required to assure an applicant's space is reserved in the respective program. All monies paid by an applicant will be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment.

**Tuition:** Tuition must be paid prior to attending the first class. Bergin College reserves the right to adjust tuition and fee charges on an annual per-program basis. Students currently enrolled in the program will not be affected by adjusted tuition.

**Support & Supplies:** These charges are fixed, up-front costs related to the procurement and maintenance of the College dog supplied to each degree student for training, the online library, on-campus Internet access, graduation, and other expenses not covered by tuition.

# FINANCIAL AID

## TITLE IV FEDERAL FINANCIAL AID PROGRAM

Bergin College participates in the TITLE IV federal financial aid program. Financial aid in the form of loans and grants is available to those students who qualify. Contact the Admissions Office for guidance in how to begin the application process, or refer to the Bergin College website's Financial Aid page at:

<http://www.berginu.edu/financial-aid.html> (See Catalog section entitled "Federal Financial Aid")

## VETERANS BENEFITS

Bergin College's degree programs are approved for the training of veterans and eligible persons using GI benefits. The Service Dog Training Seminar and elective courses are not covered under the GI Bill. U.S. Military personnel who are on active duty, or who provide documentation of past military service, in the form of a DD214, are eligible for a 10 percent reduction off the current tuition rate. **This tuition reduction must be requested at the time of enrollment and may not be applied retroactively.** (See Catalog section entitled "Addendum: Veterans and Eligible Persons.")

VA educational benefits will be discontinued when the veteran or eligible person fails to maintain his/her academic status and/or clear his/her academic probation status within the probationary period as stated in the Satisfactory Academic Progress section of this Catalog.

# FINANCIAL POLICIES

## PAYMENT POLICIES

Students are expected to pay tuition and fees as prescribed by the Bergin College's financial policies. Failure to pay in a timely fashion will be considered a breach of the enrollment contract. Tuition, as well as fees for books and materials and other applicable fees, for each course or program must be paid in full prior to the course or program's first session. Students who paid in advance will have priority registration. Any student who failed to arrange for payment in a timely manner will be prevented from attending class sessions until the indebtedness is cleared.

All costs of collection, court costs, and reasonable attorney's fees will be added to delinquent accounts collected through third parties. The Bergin College of Canine Studies may obtain a current credit report as needed to support any decision to defer tuition payment or to assist in collection of amounts owed.

## DIRECT CORPORATE AND SCHOOL DISTRICT BILLING AND MILITARY ASSISTANCE

Students whose tuition and fees will be paid in part or in full by the College's direct billing of a school district, corporation, or other source of funding must receive prior approval from the College for this service. If a student's tuition and fees are paid in part only, the student is required to pay his/her share prior to the course or program's first session. The direct bill program in no way relieves the student of the financial obligation to the College, and the student retains full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

## FINANCIAL OBLIGATIONS OF STUDENT AND SCHOOL

Students will make all of the payments and perform all of the other acts required of them in this agreement, subject to their rights to cancel the agreement and withdraw from the course, and the school will furnish all of the services and perform all of the acts required of it in this agreement, in the school's catalog, and in any solicitations or advertisements made on behalf of the school.

## COURSE CANCELLATION POLICY

Bergin College of Canine Studies may be required to cancel classes when necessary. All payments will be refunded or applied to another course. No refunds will be given until student payments made to the College have cleared the bank. The College will attempt to address any course cancellations with registered students as early as possible.

## **TAXPAYER RELIEF ACT OF 1997**

In accordance with the Taxpayer Relief Act of 1997, individuals may be able to claim the new tax credit of higher education costs. For more information, consult the Internal Revenue Service publication 970 or the IRS Web page or the IRS tax line (800) 829-1040.

## **NOTICE CONCERNING FEDERAL OR STATE GOVERNMENT LOAN DEFAULT**

If a student has received a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds. If a student is eligible and receives a loan guaranteed by the federal or state government and subsequently defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your enrollment in Bergin College of Canine Studies, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you cancel, any payment you have made and any negotiable instruments signed by you shall be returned to you within 45 days following the receipt of your notice to withdraw from the program.

If you have received any equipment, you must return the equipment within 3 days of the date you signed your notice of withdrawal. If you do not return the equipment within this 3-day period, Bergin College of Canine Studies may keep an amount out of which you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above. Equipment noted in the Enrollment Agreement must be returned. The Bergin College dog/puppy remains the property of Bergin College and must be returned or criminal charges will be made.

To cancel your enrollment in Bergin College of Canine Studies, deliver a signed and dated written notice and equipment to:

Chief Academic Officer  
Bergin College of Canine Studies  
5701 Old Redwood Highway, Penngrove, CA 94951  
Phone Number: (707) 545-3647

**REMEMBER THAT YOU MUST CANCEL IN WRITING.** A notice of cancellation shall be in writing. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.



## REFUND POLICY

Bergin College of Canine Studies follows the State of California's Bureau of Private Postsecondary Education refund policy. This policy is applicable whether or not a student has begun training by physically attending the classes. A student has the right to receive 100 percent of the amount paid for institutional charges, less the non-refundable fees not to exceed one hundred fifty dollars (\$150) if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later. All monies paid by an applicant will be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment.

A student who has been enrolled for more than seven (7) days and less than 60% of a program's term (Semester, Session, Seminar, Course) and finds it necessary to withdraw from a Bergin College educational program may be eligible for a partial refund of his/her paid tuition. Tuition and fees (including assessment fees, student service fees and book fees) are refundable at a pro-rata rate to 60% term, program, or course completion. The student must adhere to the "Withdrawal" policy stated in Bergin College's Catalog. The effective date of withdrawal will be set as the date the student meets all the requirements of the withdrawal policy including written notice of withdrawal and returns all school property. Exceptions can be made for students called to active duty (copy of service orders is required) or in the event of the student's death or disability.

For purpose of determining a student's obligation for the time attended, the student will be considered to have withdrawn from the program when any of the following occurs:

- When the student notified the school of the withdrawal or the actual date of withdrawal, whichever is later.
- If the student fails to return from the approved Leave of Absence (LOA), the date of withdrawal shall be the first date of the leave of absence.
- If the school terminates the student's enrollment.

After the beginning of the enrollment period, a student is liable for the cost of textbooks and supplies provided by Bergin College. Textbook and supplies become personal property of the student when received and accepted by him/her. In addition, the student is liable for tuition charges for the term during which the student withdrew or was dismissed including all other outstanding charges from prior terms, as per the following schedule.

All terms of all degree programs:

Depending on when in the term the withdrawal or dismissal occurs, the student is liable for:

Prior to or during the first week = 0% of the term's total tuition charges

Up to 60% of the term, a prorated rate of the term's total tuition based on number of required days of attendance.

After 60% of the term, no refund is given.

Students who withdraw before completing 60% of the program's term are eligible for a pro rata refund less the non-refundable fees. The pro rata refund amount is determined by the daily charge for the program term multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal. If a student is eligible for a refund, the refund will be made within 30 days of the effective withdrawal date.

## Refund Example:

Process	Example
A student withdraws after completing 40 class days of an Associate of Science in Assistance Dog Education semester. The semester is 80 days in length. Therefore, the student has completed 40 out of 80 days or 50 percent of the semester.	Student = 40 days of attendance Semester = 80 class days Total Semester Tuition/Services & Supplies Charge = \$5,225 Daily tuition charge = $\$5,225/80 = \$65.3125$ per class day Tuition charge for 40 days = $40 \times \$65.3125 = \$2,612.50$
If the student has paid \$5,225 in tuition/services & supplies, she or he will receive a tuition refund of \$2,612.50.	Tuition paid = \$5,225.00 Tuition charge = <u>-\$2,612.50</u> Refund = \$2,612.50

All refunds based on the Bergin College Refund Policy are calculated by the Business Office manually. All refunds due to student shall be made within 30 days of formal cancellation by the student or formal dismissal by the school. The student is notified of the results of the refund calculation and notified of his/her liabilities in writing. A follow-up phone call is made by the Business Office. The Financial Aid Office performs the Title IV refund calculation and determines the student's and the institution's liability for program specific return of overpayments to the Department of Education

If you have received federal student financial aid funds, you are entitled to a refund of monies not paid from federal student financial aid program funds.

### **CALIFORNIA STATE REQUIRED STUDENT LOAN DISCLOSURE**

- (1) Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide.
- (2) Federal direct loans are available to students regardless of income.

# EDUCATIONAL STRATEGIES

Bergin College of Canine Studies' degree programs involve direct or indirect guardianship of dogs and collateral human services. The College's educational programs are based on a recognized need for high ethical standards and developed competencies in its educational endeavors. All programs use both theoretical and applied learning methodologies, while employing the most current and successfully applied techniques in motor skill acquisition and cognitive learning.

## COMMITMENT TO STUDENT LEARNING OUTCOMES

A common thread of educational beliefs and ideologies can be found running through all Bergin College's degree programs. This thread links canine and related human studies learning outcomes. All students, regardless of the degree program, should graduate:

- With a foundation of canine and related human knowledge
- Valuing research in a quest for truth
- Appreciating the dog as an academic scholarly subject of study
- Able to "think outside the box" (critical thinking)
- With a better understanding of human and canine diversity
- With an appreciation of the human-canine partnership's potential
- Able to challenge themselves to raise the canine's potential to a higher purpose
- Appreciating the dog's role in human development
- With a keen appreciation of the cognitive abilities of the canine
- As an advocate for the health and general welfare of the canine
- Having acquired new skills and training for lifelong learning
- With a practical & theoretical understanding of the ancient, evolving, unique relationship between dogs and humans
- With the skills and confidence to communicate effectively with dogs and with people
- Motivated to reach their full potential as individuals and as professionals
- Able to use the similarities between humans and dogs as a conduit to help them understand themselves better
- Having learned positive, constructive interactions that are effective in building excellent team dynamics

## CURRICULUM

Program curriculum has been developed to achieve maximum student capability and knowledge in the subject of study by providing cognitive, affective, and psychomotor appreciation for the material.

Whenever possible, the material is presented three-dimensionally to address individual student learning modalities: auditory, visual, and kinesthetic.

Curriculum design integrates academic theory, current professional practices, and workplace applications with faculty, student, and industry input to ensure the most germane approach.

## FACULTY

Bergin College of Canine Studies' faculty are ethnically and culturally diverse, have been a notable force in their field of expertise, and are passionate about their subject matter. Each has earned significant credits or degrees from state, national, or international educational institutions and each has a minimum of three years' experience in the field for which they are approved to instruct.

Faculty are entrusted with specific responsibilities to ensure the College's academic excellence. This includes the development, and recommendation to the Board of Trustees, of policies and procedures for conducting research, development of curricula, academic planning, enforcement of academic quality standards, and pursuit of academic matters related to Bergin College's vision, mission, purposes, and learning outcomes. The Faculty also recommends criteria for contracting with new faculty and for the evaluation of faculty credentials and classroom teaching.

## **ACADEMIC QUALITY**

Bergin College strives to ensure academic quality in its educational offerings. Student evaluations of faculty and administration are an ongoing part of an internal program assessment process. To ensure continuing refinement of the programs, the evaluations distributed to graduates and employers provide information concerning the relevancy of course subject matter to career needs.

## **LEARNING AS A PERSONAL RESPONSIBILITY**

Bergin College expects students to be responsible, self-reliant, and self-directed in their learning, whether working individually or collaboratively with team members. All students are expected to set and complete their individual and group goals and objectives.

## **LEARNING AS A TEAM**

In addition to regularly scheduled class time, certain courses require students to meet in study groups to discuss and prepare assignments, evaluate one another's performance, and discharge certain responsibilities as a unified team. This study group/team approach enhances learning both through concept reinforcement and the intensification of issues with the availability of multiple perspectives.

## **LEARNING — APPLIED “HANDS ON”**

Many courses at the College involve both theoretical and “hands on” applied learning. Instruction in any major area of study involving dogs or human/dog interactions will include practical application components appropriate to the educational outcome. Physical participation in dog and puppy training, canine health care, student teaching, and other activities is mandatory. Some courses assign dogs that the students are required to take home for evenings and weekends.

## **LEARNING EXCHANGE**

An important part of Bergin College's degree programs includes student exchanges with professionals and participants in their field of study. These interactions enhance theoretical knowledge with practical perceptions of the field that highlight daily workplace realities and concerns.

## **FACULTY SUPERVISION OF INSTRUCTION**

Attendance at the College is mandatory. All degree program coursework, both theoretical and applied learning, is done under the guidance and instruction of faculty. This does not include general education and elective requirements, which must be transferred to the College.

## **FULL-TIME & PART-TIME SCHEDULES**

Bergin College undergraduate degree programs are designed for courses to be taken concurrently in a full-time two-semester linear sequence. However, depending on the circumstances, an exception to full-time student status may at times be worked out in consultation between the student and the Chief Academic Officer.

## **INDEPENDENT STUDY**

Independent study (LIF 299 and LIF 499) is provided to students who have more than the required transferred-in credits for a specific course area or is needed due to exceptional circumstances. No more than 10 percent of any degree program is offered via independent study.

## **COLLEGE RESEARCH**

Bergin College is continually gathering and analyzing data relating to the dogs and their human counterpart. Data collection and analysis is often part of a student's coursework at the College. Faculty and staff continue to seek better, more in-depth and up-to-date information relating to its mission of “Advancing the human-canine partnership through research and education.”

## **GRADUATE ACHIEVEMENT**

Bergin College works to track its graduates and their accomplishments to provide accurate information for incoming students about professional and career possibilities.

# STUDENT SERVICES

## STUDENT SERVICES DEPARTMENT MISSION STATEMENT

The mission of Bergin College's Student Services is to enrich the student satisfaction and quality of experience while enrolled in programs at the College. Students are offered additional courses and services that support classroom and career goals, including the "Dogs Helping Veterans" elective course.

## STUDENT ORIENTATION

New students are required to attend Student Orientation, which consists of presentations that introduce students to Bergin College, Enrollment Agreement, program expectations, compliance, and the facility & safety issues.

## CAREER SERVICES, PLACEMENT, AND REFERRAL

Bergin College of Canine Studies staff and faculty assist students in making connections between their academic experience and career exploration using the following tools to enter the job market: job search strategies; resume writing; cover letters; and interview techniques. Bergin College does not guarantee job placement at the conclusion of any educational program.

Bergin College is committed to helping our students succeed. We support students in their career search before and after graduation. Our career placement services include:

- Helping to prepare a résumé, cover letter, and thank you letter
- Coaching on job search and interview skills
- Providing letters of reference as appropriate
- Providing access to employment leads with organizations seeking Bergin student skills by:
  - Emailing leads and job offers to our graduates
  - Making referrals to past graduates
  - Placing leads and job offers on the College's "Student Bulletin Board"
- Networking with employers at industry gatherings and encourage our students to do so.
- Contacting potential employers as the College nears graduation

Bergin College regularly receives calls from its graduates, from assistance dog programs, and from related businesses seeking to employ individuals who have attended the College.

### ***Disclaimer on Job Placement***

Bergin College of Canine Studies is not an employment agency. No employment information or career service provided by the Bergin College to any student or graduate will be considered by the student or graduate, either expressly or implied, as a guarantee or promise of employment, a likelihood of employment, an indication of a level of employment or compensation any student or graduate may expect, or an indication of the types or job titles of positions for which students or graduates may qualify.

Students and graduates are encouraged to not place restrictions on their job search efforts regarding location and starting salary or benefits, as doing so may decrease employment options and opportunities.

## LEARNING SKILLS PRESENTATIONS

Learning Skills presentations on various topics provide students with opportunities to develop and enhance their study methods and academic development. The librarian provides in-class presentation regarding use of online library.

## TUTORING SERVICES

Bergin College students who are experiencing particular study problems or who are on academic probation are provided individual assistance in developing successful study strategies. Due to the nature of courses offered, students should speak with their instructor for assistance with class work.

## **LIBRARY AND LEARNING RESOURCE CENTER**

Bergin College houses a small library of periodicals and books for student use. This initial complement of materials is used by the College as a basis for building core holdings in each disciplinary area as it develops. The campus library is open 9:00 am to 5:00 pm on weekdays. Students may check out books with staff.

The core ingredient of Bergin College's Learning Resource Center is an online research library, EBSCOHOST, which is available to current students and faculty with a login provided by the College. Access to the EBSCOHOST library, which consists of scholarly journals and e-books, access is via the Internet, which can be accessed onsite through the College's wireless Internet connections, as well as offsite wherever access to the Internet is available. A website with research and library use tutorials is also available to students. Students will receive a user id and password to access the online library. A part-time librarian is available via email and phone to answer students' questions regarding the online library.

Libraries at two major state educational institutions, Sonoma State University and Santa Rosa Junior College, both within 10 miles of the College, make their professional librarians, resource specialists, and library collections available to College students provided the student takes the necessary steps to gain admittance as is required of any member of the general public. College students may join one of Sonoma County's public libraries at no charge. That library card also entitles them to use the services of the North Bay Cooperative Library System's Super Search program. Materials requested through the Super Search program will be delivered to the designated public library.

Study groups are encouraged to use the College conference facilities for team planning, evaluation, and strategy sessions.

## **AMBASSADOR PROGRAM**

Students are able to apply to be an ambassador. They will tour and assist new students as they acclimate to the College. An ambassador will receive a letter of recommendation from the College, which can be used when seeking employment. If interested, please speak with the Director of Admission Services.

## **YEARBOOK COMMITTEE**

Students are able to apply to be on the yearbook committee, which is considered an extra-curricular activity. If interested, please speak with the Director of Admission Services.

# **HOUSING INFORMATION**

## **HOUSING**

Bergin College does not provide student housing or dormitory facilities to any of its students. Our campus location offers a variety of living accommodations including apartments, rooms for rent, and single-family dwellings. The College has a Facebook Housing page to assist students in locating homes and roommates. Students will be invited to join this page by the Admissions office once they have been accepted to the College. However, the College has no responsibility to find or assist a student in finding housing. Sources for apartment and housing rentals or shared accommodations in Santa Rosa, Rohnert Park, Cotati, Sebastopol, Windsor, or Petaluma can be found on craigslist at [www.craigslist.org](http://www.craigslist.org). Average monthly rent for a one-bedroom apartment is \$1,500-\$1,800 two-bedroom is \$1,800-\$2,200. Average monthly rent for a three-bedroom home is \$2,500-\$4,000. Commute time for the cities listed is approximately 15-20 minutes.

There are two Extended Stay Hotels and several inexpensive motels in the area that have been utilized by out-of-town students while attending College seminars.

***Please remember that students may be required to bring a dog home every night and on weekends.***

## **ALUMNI ASSOCIATION**

The College's graduates are our living legacy. They carry the hopes and dreams of College faculty and staff forward. Students will be invited to join the Alumni Facebook group once they have successfully graduated from their degree program. The association has several purposes:

- To further the College's mission and purposes;
- To develop a spirit of loyalty to the College and its alumni;
- To promote sharing, communication, and fellowship amongst alumni, faculty, staff, and volunteers of Bergin College;
- To encourage alumni to mutually support and help each other achieve their professional goals;
- To perform a public relations role for Bergin College;
- To hold lectures, public meetings, classes and conferences focused directly or indirectly to advance the causes taught and valued by the College, et al; and
- To encourage and provide admissions assistance to prospective College students.

# COLLEGE POLICIES

Bergin College students, faculty, staff, and volunteers are required to abide by the College's Policies and Standards of Conduct. Violation is basis for dismissal from class or from the College.

## ACADEMIC POLICIES

### ACADEMIC FREEDOM

Aware that society benefits from change and growth, and that change and growth come about through the creative exploration of new and diverse perspectives, it is the policy of Bergin College of Canine Studies to embrace the concept of academic freedom and promote diversity through its course offerings, faculty hiring, and resource allocations.

The mission of the College is to advance the human-canine partnership through research and education by offering quality instruction in canine and related human studies to post-secondary students worldwide interested in furthering their knowledge of and the role of the dog in society. The mission identifies the boundaries of academic freedom to be maintained by faculty. The boundaries of academic freedom do not extend to physical or emotional abuse of humans or our canine friends and disavow the use of punitive teaching or training methods.

In the event that a question or concern arises, the issue will be presented to the Chief Academic Officer for final determination. All issues will be reviewed objectively and thoroughly with the burden of proof on the individual or group presenting the concern.

### ACADEMIC HONESTY AND PLAGIARISM

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

The most common forms of plagiarism are:

- Downloading or buying a complete research paper;
- Directly quoting another person's actual words, whether oral or written as one's own;
- Using another person's ideas, opinions, or theories as one's own;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written as one's own;
- Using facts, statistics, or illustrative material as one's own.

Bergin College of Canine Studies takes academic dishonesty and plagiarism seriously. The consequences for this type of behavior may include, but are not limited to: retaking or rewriting the assignment, a reduction in course grade, a failing grade, or expulsion.

Personal accountability is inherent in any academic community with integrity. Therefore, this institution will not tolerate or ignore any form of academic dishonesty.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Bergin College of Canine Studies' policy on evaluation of student learning outcomes includes the grades earned on tests and any other assigned project used to confirm the acquisition of skills and abilities required to assess acquired competency of course objectives. Students are expected and required to complete daily assignments as well as to complete all assignments with a grade point average that establishes the student is



making satisfactory academic progress. Failure to achieve the required level of progress can result in academic probation.

Satisfactory academic progress (SAP) standards apply to all students at the Institution.

### **ACADEMIC ADVISEMENT**

Students are provided with their progress report at the midpoint and at the end of each term. If students fail a class, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a class and potential risks of not meeting Satisfactory Academic Progress.

### **REQUIRED EVALUATION SCHEDULE – ACADEMIC ADVISING**

Students are provided with their progress report at the midpoint and the end of each term. If students are failing a class, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a class and potential risks of not meeting Satisfactory Academic Progress. The academic advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

### **MAXIMUM TIME FRAME**

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 x 60) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time in order to graduate from the Associate of Science or Bachelor of Science programs. In order to graduate from the Master of Science level, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 3.0 within the maximum time frame.

### **REQUIRED EVALUATION SCHEDULE – FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term). The evaluation will occur at the end of each payment period (each academic term) and be based on all credit hours attempted and earned.

The following credits are counted as credits attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: CLEP Credit (CC), Transfer Credit and Pass (P). All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Audit courses (AU) have no credits attempted or earned and do not count in maximum timeframe, pace completion, or CGPA.

Incomplete grades (I) will count as credits attempted but not earned, and will not count towards the CGPA until the final grade has been posted. If a final grade is not posted by the end of the next term for an incomplete course, then the (I) grade becomes an (F).

Repeated courses (\*\*), including previously passed courses, and Withdrawals (W) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation.

If a student transfers to a different program or seeks to earn an additional credential, all credits attempted and earned that count towards the new program also count in maximum timeframe, pace of completion and CGPA.

Required SAP minimums are outlined in the table below.

<b>Percent of Program Attempted</b>	<b>Minimum CGPA</b>	<b>Minimum Pace of Completion (POC)</b>
0 - 24.9%	1.00	50%
25 – 49.9%	1.50	60%
50 – 150%	2.00	67%

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program.

Students who are not making satisfactory academic progress at the end of the second year are dismissed.

### **SAP WARNING**

Students failing to meet the required SAP minimums will be placed on SAP Warning. Students on SAP Warning will remain eligible for Title IV Federal Financial Aid. Students on SAP Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on SAP Warning for one payment period (each academic term). Students who achieve the required SAP minimums at the end of the payment period (each academic term) will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period (each academic term) may appeal to be placed in SAP Probation; otherwise they will be dismissed.

### **SAP PROBATION**

Students who are granted a satisfactory academic progress appeal will be placed on SAP Probation. Students on SAP Probation will receive academic advisement to assist them in improving their academic progress. Students on SAP Probation will remain eligible for Title IV Federal Financial Aid.

### ***Non-degree students***

Non-degree students do not receive Federal Financial Aid and are not subject to SAP.

### ***Degree students***

Degree students will be placed on SAP probation for one payment period (each academic term). Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP probation will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP probation will be dismissed; however, they may appeal to be placed in extended enrollment.

### **EXTENDED ENROLLMENT**

Students must appeal to be placed in extended enrollment if they fail to meet the minimum SAP standards while on SAP probation. Students in extended enrollment are not eligible for Title IV Federal Financial Aid. Students in extended enrollment will receive academic advisement and an academic plan to assist them in improving their academic progress. All credits attempted during extended enrollment count toward the maximum timeframe. While in extended enrollment status, Title 38 benefits will be terminated.

Degree students will be placed on extended enrollment for one payment period (each academic term). Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in extended enrollment will be placed back into good standing. Degree students who do not achieve the required sap minimums at the end of the specified payment period (each academic term) that they are in extended enrollment will be dismissed.

### **SAP APPEAL**

Students who are on SAP Warning (or SAP probation) and will not successfully meet the standards at the end of the payment period (each academic term) can appeal to be placed on SAP probation (or extended enrollment).

Students should begin the appeal process prior to the end of the payment period (each academic term). Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period (each academic term). Students who do not submit the appeal packet by the last day of the payment period (each academic term) can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other extenuating circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the extenuating circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information. The documentation must align with the timeframe in which the student struggled academically.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The student will be notified in writing of the final decision within five business days of the packet's submission or the grades being posted for the term, whichever is later. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period (each academic term), and whose appeal is granted, will be allowed to move to SAP Probation (or extended enrollment). Students who have submitted their appeal prior to the end of the payment period (each academic term), and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period (each academic term), and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability.

## **APPEALS PROCEDURE**

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

## **ATTENDANCE**

Attendance is one criteria that contributes to the demonstration of satisfactory academic progress. Students are expected to attend classes regularly and to conduct themselves in a manner, which is conducive to learning and is not disruptive to other students. Bergin College maintains an evaluation program, and students whose conduct and/or attendance is unsatisfactory may be placed on warning, probation, terminated from the College for a period of time, or terminated from the training program entirely.

Academic courses allow up to 10 percent of class credit hour absences during each course. Attendance is a component of the grading scale and will affect a student's grade. Students are allowed three days bereavement leave for the death of a close family member. A personal dog is considered a close family member. Tardiness (arriving after class begins) is disruptive to the class and affects the learning process. Tardiness must be kept to a minimum. Due to the fact that students' dogs must be toileted before class and students must learn to assess their dog's needs, students may not be late more than three times per class per semester without it affecting the course participation grade. The grade will be dropped by .3 grade points (e.g. A to A-, B+ to B).

The administration realizes that there may be situations where students' attendance may be affected by circumstances beyond their control (extended serious illness requiring a doctor's attention, death in the family, etc.) and these instances will be taken into consideration in evaluating students' attendance. Documentation will be maintained in student files to support any discretionary action.

### **LEAVE OF ABSENCE**

A leave of absence period may not exceed 180 days within any 12-month period. The College may (at its discretion) approve more than one leave of absence provided the combined leaves of absence do not exceed 180 days within the 12-month period. A leave of absence may be granted for mitigating circumstances of poor health, family crisis, military service requirements or other significant occurrences outside the control of the student. These circumstances must be documented, and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program. The student must meet with the Chief Academic Officer to fill out an Application for Leave of Absence from College. The student will not receive credit while on a leave of absence. No waivers will be granted for graduation requirements. If the student does not return following the leave of absence, the student will be terminated and the College refund policy will apply in accordance with applicable and published requirements. If it is determined by the CAO that the College will not approve the Leave of Absence, within one week the student may then seek recourse through the grievance procedure, which is set forth elsewhere in this catalog. It should be noted that any decision by both the CAO and grievance committee will be greatly influenced by the student's past attendance and academic achievements.

### **TERMINATION**

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances on campus, carrying of weapons on campus, conduct detrimental to the institution, failure to comply with financial aid regulations, non-observance of other student regulations, any harm to campus dogs, or if attitude or conduct is not in accordance with the ideals and standards of the College. A student who is dismissed may appeal to the Chief Academic Officer, who will make the final determination. To file an appeal, a student should submit a written letter to the CAO stating why termination should not occur with supporting documentation. A meeting between student and CAO will be arranged to further discuss the termination/appeal. The CAO will make the final determination within 10 days of the meeting.

### **RE-ENTRY POLICY**

If the student should wish to re-enter the College at a later date, that student must meet the requirements as follows: be enrolled on academic probation for one term; have been out of the College for at least one term; demonstrate his/her desire and ability to satisfactorily complete the program; pay all overdue balances; pay the current reentry fee; submit an application for re-admission.

Re-entry is at the discretion of the Chief Academic Officer and is subject to close academic review. The administration reserves the right to take individual circumstances into consideration during any termination, appeal and reentry process.

## **ADDITIONAL ACADEMIC POLICIES**

### **OPEN ENROLLMENT POLICY**

Every program and course offered by Bergin College unless otherwise stated in the catalog or schedule of courses, or unless specifically exempted by statute or regulation, is open to enrollment and participation by persons who meet the prerequisites of the programs and/or course and who are otherwise eligible for admission to and enrollment into the program.

### **COURSE CANCELLATION POLICY**

Bergin College of Canine Studies may be required to cancel courses or programs when necessary. All payments will be refunded or applied to another course. No refunds will be given until student payments made to the College have cleared the bank. The College will attempt to address any course cancellations with registered

students as early as possible.

### **COURSE NUMBERING POLICY**

100-299 Lower Division

300-499 Upper Division

500-599 Master's program graduate courses

A course number followed by an "A" or "B" indicates a two-semester course.

### **DISTANCE AND ONLINE EDUCATION**

At this time, Bergin College offers no distance or online learning opportunities.

### **COURSE AUDIT POLICY**

Courses that have been audited and show a grade of "AU" will not earn an individual any credit. Audited courses do not appear on official transcripts. Individuals auditing a course do not receive a student ID card. Individuals auditing a course are considered passive participants and will not be held responsible for study group work or class assignments. All other Bergin College policies, including class attendance, will apply. Individuals auditing a course are required to pay the same course tuition as required for non-audited courses. The College determines which courses in their programs are eligible for audit. Individuals wishing to audit a course should obtain an Application from the Admissions Office.

### **NON-DEGREE STUDENTS**

Individuals interested in taking courses for academic credit but not in pursuing a degree should apply as a non-degree student. Non-degree students are considered active participants and will be held responsible for study group work or class assignments. While non-degree students are not required to undergo a formal admissions process, they are required to be granted program approval prior to registering. Non-degree students who later decide to apply for admission to a degree program must submit an application, pay the appropriate non-refundable fee, and complete all admission requirements for the desired program. Admission as a non-degree student does not guarantee admission to a degree or certificate program. A maximum of 30 percent of a program's requirements may be completed as non-degree. Non-degree students are not eligible for financial aid.

### **COURSE CREDITS**

All credits issued for successful completion of Bergin College of Canine Studies coursework are semester credits. A semester credit is defined as the satisfactory completion of:

- At least 15 clock hours of classroom activities and at least 30 clock hours of outside preparation, or the equivalent amount of student work (as determined by the College); or
- At least 30 clock hours of laboratory activities and outside preparation (as determined by the College); or
- At least 45 apprentice hours and outside preparation (as determined by the College).
- A clock hour equals 50-60 minutes.

For example, a semester long three-unit lecture course would require 37.5-45 hours of in class lecture and 75-90 hours of study and preparation time outside of class. Students are expected to spend two hours working on out-of-class activities for every one hour in the classroom. Therefore, it is very important that students budget their time to allow for completion of supplementary learning activities to ensure success in their studies.

### **COURSE DUPLICATION OF CREDIT**

Credit earned which duplicates work already completed does not count toward the total number of credits required for the M.S., B.S. or A.S. degree.

## GRADING SYSTEM

All courses taken will be graded as follows with a plus (+) or minus (-) when appropriate.

<i>Grade</i>	<i>Grade Points</i>
<i>A Outstanding</i>	<i>4</i>
<i>B Commendable</i>	<i>3</i>
<i>C Satisfactory</i>	<i>2</i>
<i>D Minimum Performance</i>	<i>1</i>
<i>F Failure</i>	<i>0</i>
<i>I Incomplete</i>	<i>0</i>
<i>W Withdrawal passing</i>	<i>0</i>
<i>CR Credit</i>	<i>0</i>
<i>NC No Credit</i>	<i>0</i>
<i>AU Audit</i>	<i>0</i>
<i>PC Professional Certificate</i>	<i>0</i>
<i>CE Continuing Ed Credits</i>	<i>0</i>

Plus/Minus: Plus (+) notation adds .3 grade points to a “B,” “C,” or “D” grade; a minus (-) notation subtracts .3 grade points from an “A,” “B,” “C” or “D” grade.

A grade of W carries no connotation of quality of student performance and is not used in calculating grade point average.

## GRADE POINT AVERAGE CALCULATION

GPAs are calculated by dividing total grade points earned by the number of credit hours taken. Grade points are calculated by multiplying the credit hours for a course by the numerical value of the letter grade earned for that course.

Seminars are offered as credit/no-credit programs.

## COURSE OUT-OF-CLASS STUDENT WORK

Each program course requires that students undertake outside class preparation, research, and assigned activities. Students have the responsibility to complete assignments and participate in activities as assigned.

## COURSE GRADING/CERTIFICATE PROCEDURES

Grade reports are provided to the student within six weeks of completion of a course. Reports indicate the course taken, credits received and the grade assigned.

A student who has failed to make payment for any charges owed to Bergin College will have the grade and/or certificate of completion withheld until payment is made.

## **COURSE MAKE-UP WORK**

Associate of Science and Bachelor of Science students who have been absent are expected to make up all missed work within two weeks of the first day of the absence. Theory classes may be made up by the student successfully completing missed class assignments or submitting a written assignment related to the lecture missed. At the discretion of the instructor, absences in hands-on courses may be made up. Course instructors approve acceptable make-up work. Students are expected to email their instructor by the third consecutive day they miss class to discuss make-up work unless they have a doctor's excuse stating otherwise. Due to the short and intense nature of on-site sessions in the Master of Science degree program, students must receive **prior** approval from instructors if they will miss any portion of the on-site session. MS students and instructors work closely regarding any missed classes/assignments. Individual MS instructors approve whether or not they will allow make-up work.

## **CLASS SIZE**

Class size will vary from year to year and within each degree program. However, the maximum scheduled for laboratory and lecture classes is 30 students with hands-on training sessions requiring an instructor and an assistant if over 15 students.

## **ACADEMIC CALENDAR**

Bergin College's calendar can be found at the back of this catalog.

Associate degree programs generally start at 8:00 AM and run through mid-afternoon and occasionally later. When a student is part of the rotating kennel group, class time will begin at 7:15 AM. The Bachelor degree program generally starts at 9:00 am and runs through mid-afternoon and occasionally later. When a student is part of the rotating kennel group, class time will begin at 7:15 AM. Master Sessions are scheduled from Monday-Saturday and generally start at 8:00 am and end at 7:00 pm.

The Bachelor's and Associate Degree programs operate on a 16-week semester system. The fall semester runs from August through mid-December and the Spring Semester runs from January through late April or early May.

The Master's Degree program operates on a semester system. At the beginning of each semester, students are provided course related homework. They then attend a two-week intensive session onsite at Bergin College of Canine Studies. Homework assignments are completed at home during the remainder of the semester.

The Service Dog Training Seminar certificate program is scheduled for seven-weeks during the summer, June through late July.

## **COURSE SCHEDULE OF CLASSES**

The schedule in this catalog is published for informational purposes. Every effort is made to ensure its accuracy. However, the provisions of this schedule are not to be regarded as an irrevocable contract between the student and the Bergin College. The College reserves the right to change any provision or requirement at any time, taking precautions that such changes do not cause hardships for the students enrolled.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, a student must successfully complete all requirements for the program in which he or she is enrolled, as well as be up-to-date on all financial obligations to the institution.

Master of Science:

Students must successfully complete 36 credits. All courses must be passed with a grade of 2.5 or better. Any course identified as a master's degree course receiving less than a grade of ("C+") must be repeated to receive credit toward the Master of Science degree. A cumulative GPA of 3.0 ("B") is required for graduation. Semesters must be taken in sequence. Students who miss a semester must wait until the following year to complete that missed course and any subsequent semester courses.

### Bachelor of Science:

To graduate, students in the Bachelor of Science in Canine Studies (Cynology) degree program must successfully complete a minimum of 120.5 credits of coursework with a cumulative grade point average (CGPA) of 2.0 (C) or better, as stipulated below:

#### Transfer Credits

30 credits of General Education coursework

30 credits of Elective coursework

(60 total transfer credits)

#### Required Credits taken at Bergin College

60.5 credits in upper division (300-400's level) required "area of concentration" coursework

Total transfer and Bergin College credits required for graduation

60 credits transfer credits

60.5 credits Bergin College credits

(120.5 credits required for graduation)

### Associate of Science:

To graduate, students in the Associate of Science in Business and Companion Dog Studies must complete a minimum of 60.5 credits of coursework with a cumulative grade point average (CGPA) of 2.0 (C) or better and the Associate of Science in Assistance Dog Education degree program must successfully complete a minimum of 61 credits of coursework with a cumulative grade point average (CGPA) of 2.0 (C) or better, as stipulated below:

#### Business and Companion Dog Studies Transfer Credits

21 credits of General Education coursework

3 credits of Elective coursework

(24 total transfer credits)

#### Required Credits taken at Bergin College

36.5 total credits required "area of concentration" coursework

Total transfer and Bergin College credits required for graduation

24 transfer credits

36.5 Bergin College credits

(60.5 credits required for graduation)

#### Assistance Dog Education Transfer Credits

21 credits of General Education coursework

3 credits of Elective coursework

(24 total transfer credits)

#### Required Credits taken at Bergin College

37 total credits required "area of concentration" coursework

Total transfer and Bergin College credits required for graduation

24 transfer credits

37 Bergin College credits

(61 credits required for graduation)

### **GRADUATION CEREMONY**

Graduation ceremonies are held in May and July of each year. Students who have completed all the credits required for their Master, Bachelor, or Associate degree or clock hours required for a Seminar certificate are expected to participate in the graduation ceremony. Associate, Bachelor and Seminar students are expected to speak at and provide dog/pup demonstrations during the graduation ceremony.



# COLLEGE GENERAL POLICIES

## STUDENT RIGHTS AND RESPONSIBILITIES

Bergin College is committed to providing equal opportunities for all students, employees and applicants regardless of ethnicity/race, color, sex, age, religion, marital status, sexual orientation, disability, gender, national origin, medical conditions, status as a veteran, or political or organizational affiliation. Further, the College assertively seeks to increase the diversity of its staff to reflect the diversity of its student population.

### **Bergin College of Canine Studies' policy on students' rights include the following:**

- The right to participate in any and all College sponsored activities and services without regard to ethnicity/race, color, sex, age, religion, marital status, sexual orientation, disability, national origin, medical conditions, status as a veteran, or political or organizational affiliation;
- The right to obtain a basic list of rights;
- The right to be evaluated in the classroom solely on the basis of academic ability, achievement, and fulfillment of the requirements of the class;
- The right to be represented in a democratic student government (when the student population exceeds fifty full-time (fifteen semester credits) students, one student will be elected to represent the student body at the Board of Trustee meetings);
- The right to organize for the purpose of promoting common interests;
- The right to participate in the formulation and implementation of academic and nonacademic policy;
- The right to due process in any action brought or taken by the Bergin College of Canine Studies against the student which can reasonably be expected to affect the student's status with the College (see Student Grievances); and
- The right to restrict the release of information taken from the student's academic records as stated in Section 438 of the Family Educational Rights and Privacy Act of 1974.

## RESPECTFUL CAMPUS, AND CLASSROOM

Bergin College strives to maintain a respectful classroom environment that maximizes the learning experience by stimulating student curiosity, supporting independence of learning, and encouraging students to develop as self-sustaining learners. The basic components that create such a learning environment are:

### **Class Attendance**

- Be on time
- Start on time
- End on time

### **Class Participation**

- Validate classmates' contributions
- Work effectively with others
- Ask questions and make comments that are related to the class topic
- Discuss differences with an instructor privately outside of class

### **Class Support**

- Instructors will evaluate tests, quizzes, reports, and projects in a timely manner
- Instructors will be available to students for office hours and electronic support

### **Class Content**

- Stay focused on class activities
- Use electronic devices only for lecture and research related activities
- Avoid one-to-one conversations with neighbors that can distract classmates
- Follow the instructor's lead in maintaining classroom decorum

## **Class Group Projects**

While the above guidelines/protocols can be applied to the class time involving lecture (generally 1/3) and Q and A (generally 1/3), there are additional issues and concerns for the remaining class time involving group projects. While some of these group projects will be conducted in the classroom where the instructor can monitor student behavior, others occur outside of the classroom.

### **The following instructions apply to Group Projects:**

1. During group projects everyone is expected to participate equally and be respectful of their fellow students at all times.
2. If a student within the group is not adhering to instruction #1:
  - The instructor will be notified and that student will be removed from the group
  - That individual's grade will then be impacted negatively based on the weight given to the particular project.

**In addition to the previously identified guidelines/protocols, the Standards of Conduct described in the College catalog must be adhered to at all times.**

## **STANDARDS OF CONDUCT**

These Standards of Conduct apply to all Bergin College students, personnel, and volunteers:

### ***Cooperation***

Actions which disrupt or interfere with the College's educational process or functions, deface or damage College property, or in any way violate the rights of another are regarded as a violation of the College's Standards of Conduct as is failure to comply with the lawful directions of any school official.

### **Harassment-Free Campus**

#### ***General Harassment***

No physical or verbal abuse, intimidation, or harassment of another person, group of persons, or dogs will be tolerated. This includes harassment based on race, age, disability, religion, gender, national origin, color, or any other protected status.

Conduct toward another student and/or employee that has the observable effect of unreasonably interfering with that individual's ability to work or to participate in the educational benefits at the College will not be tolerated.

- Specifically, abusive conduct that has the observable effect of demeaning, ridiculing, insulting, stigmatizing, frightening, intimidating, or unreasonably impeding the work or movement of a person including visitors to the College or guests of students to whom such conduct is directed.
- Abusive conduct may be either oral or written (including posted electronically in chat rooms, blogs, emails or in online communities) words, or symbols, including, but not limited to epithets, insults, derogatory comments, posters, cartoons, or other drawings.
- Abusive conduct may also include, but is not limited to physical touching, impeding or blocking movement, or any inappropriate and serious physical and mental interference with routine work or movement while engaged in College-sponsored activities and/or at work.

Any student who believes he or she has been the subject of abusive conduct in school should immediately report the incident to a Bergin College administrator. All reports of sexual harassment will be investigated promptly, impartially, and as confidentially as possible under the direction of the program director. Appropriate corrective action will be taken to remedy all violations of this policy. Under no circumstances will the reporting student be subject to retaliation.

Further, instructors are asked to adhere to these protocols during Q and A portions of classes:

- Instructors must take responsibility for calling on students, asking questions directed at specific students rather than general question to the whole class, and ensuring that everyone participates
  - If student has no response, wait or come back to them
  - Enforce participation
- Everyone must be respectful
  - When instructor or a student is speaking, other students are to be quiet
    - No side conversations / comments
    - No excessive noise
- All students should expect “equal time”
  - Instructors must not let any one student take over or dominate the discussion
  - Students should take the initiative to participate
  - Instructors must limit time given to very active discussion participants
    - Cut off comment if it is off topic
    - Emphasize that other students need to be given time to comment

What behavior(s) will require that a student be excused from that class session?

- Disrespectful or confrontational challenge to instructor
- Disrespectful behavior to another student or dog (dog should be removed from student)
- Disrespect is defined as rude / hostile comment, confrontational challenge to instructor, making excessive noise

### ***Sexual Harassment***

No unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature will be tolerated. This applies when submission to the conduct is explicitly or implicitly made a condition of an individual’s employment or academic advancement, or the conduct has a negative impact on the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Conduct on the part of faculty, staff, or students that would violate this policy, includes, but is not limited to:

- Unwelcome or unwanted sexual advances
- Requests for sexual favors
- Any suggestion, whether overt or subtle, that a grade or other academic achievement is dependent upon the granting of sexual favors or submission to sexual requests
- Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.
- Offensive verbal conduct, including sexually explicit jokes, comments, innuendo, or other tasteless action that would offend a reasonably sensitive person
- The display of sexually offensive pictures, posters, illustrations, or objects

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, California Government Code Section 11135, California Education Code Sections 210 through 214 inclusive, Title IX of the Education Amendments of 1972 and the Bergin College of Canine Studies’ personnel policies.

Any student who believes he or she has been the subject of sexual harassment in school should immediately report the incident to a Bergin College administrator. All reports of sexual harassment will be investigated promptly, impartially, and as confidentially as possible under the direction of the program director. Appropriate corrective action will be taken to remedy all violations of this policy. Under no circumstances will the reporting student be subject to retaliation.

### **Drug-Free Campus**

The Bergin College of Canine Studies is fully committed to achieving a drug, tobacco, and alcohol-free environment for its students, staff, faculty, and volunteers.

## **TRANSCRIPT AND RELEASE OF INFORMATION**

A transcript is a confidential document that may not be transferred, copied, or released for use except by written authority of the student, or as otherwise provided for in the Family Educational Rights and Privacy Act of 1974.

## **TRANSCRIPT AUTHENTICITY**

A transcript will be official when it bears the signature of the College Chief Academic Officer or his/her assistant, a date of issuance, and carries the embossed seal of Bergin College.

## **RECORD REQUESTS, RETENTION, AND PRIVACY**

All educational records of students who enroll at Bergin College of Canine Studies are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, State of California's Bureau of Private Postsecondary Education (BPPE), the Accrediting Council for Independent Colleges and Schools (ACICS) and the Accrediting Commission of Career Schools and Colleges (ACCSC).

### ***Requesting Records***

A student may request access to his or her education record which personally identifies the student and may challenge the accuracy of the record or the appropriateness of its retention. This policy covers all school educational records, files, documents, and other materials that directly relate to individual students.

The policy does not provide access to personnel records or personal notes and memos kept by instructors. Also excluded are records of students made or maintained by a physician or other professionals that are created and utilized only in connection with the treatment of the student, campus safety, and security reports used for internal office use, financial records of the parents of the students or any information contained therein.

Student written consent is needed for the release of records covered by this Act to outside parties (for example: prospective employers) except for those agencies entitled to access under provisions of the Act (for example: campus officials, other schools, federal education and auditing officials, and requests in connection with the application or receipt of financial aid).

### ***Retention of Student Records***

Student, faculty, College catalog, and academic records, including identification of degrees granted will be maintained and preserved for five years at the College's main instructional locale. Thereafter, student transcripts and degrees granted will be preserved as a computer backup at the College and on a secure off-campus server indefinitely.

## **STUDENT GRIEVANCES**

In accordance with its nondiscrimination policy and desire to protect the rights of students, Bergin College provides an appeal process for those who desire to file a grievance against the College or College personnel.

A grievance on the part of a student may arise out of a decision or action taken by a faculty or staff member in the course of his or her official duty which: a) is in violation of written campus policies or procedures; or b) constitutes arbitrary, capricious, or unequal application of written campus policies or procedures. Bergin College believes that there should not be any problem that cannot be resolved through close cooperation between students, faculty, and staff administrators. The following steps are recommended to resolve grievances, problems, complaints, etc.

- Step 1: The student is encouraged to resolve the problem informally with the faculty or staff member involved.
- Step 2: If Step 1 does not resolve the problem, the student is encouraged to meet informally with the faculty or staff member's supervisor.
- Step 3: If Step 2 does not resolve the problem, the student should submit a written letter to the Chief Academic Officer (CAO) explaining the situation; any supporting documentation must be attached to the letter. This letter must be submitted within one month of the event. The student has the right to forego the first two steps of this process and submit a letter of grievance directly to the CAO.
- Step 4: After reviewing the letter, the CAO shall attempt to resolve the situation within 30 days. The CAO's decision shall be in writing, and it shall be final.

## **APPEAL PROCESS**

Step 5: Individuals who are or who were students of Bergin College of Canine Studies and who believe that the College, or anyone representing the College, has acted unlawfully have the right to file a complaint with the College's state regulatory agency (BPPE) and/or the College's accrediting agency (ACICS and ACCSC):

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, California 95798-0818

Accrediting Council for Independent Colleges and Schools-ACICS  
750 First Street NE, Suite 980  
Washington, DC 20002-4241  
Phone: 202.336.6780  
Fax: 202.842.2593  
Website: <http://www.acics.org/>

### **STUDENT COMPLAINT PROCEDURE**

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

**Accrediting Commission of Career Schools and Colleges - ACCSC**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**Phone: (703) 247-4212**  
**Fax: (703) 247-4533**  
**Website: <http://www.accsc.org/>**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the CAO or online at [www.accsc.org](http://www.accsc.org)

## **HEALTH AND SAFETY**

Students are required to follow all College Health and Safety policies and procedures and to inform the office immediately or as soon as possible thereafter of any accident or potentially dangerous situation on campus.

Possession or use of firearms, knives (except kitchen and non-spring pocket knives) or other weapons, explosives, or fireworks on school grounds is strictly prohibited. Tampering with safety equipment, violation of safety regulations, and failure to render reasonable cooperation in any emergency would be considered a form of endangerment and is prohibited.

## **COPYRIGHTED MATERIALS**

Bergin College follows and enforces all copyright laws, providing an annual notice to each enrolled student. Any student involved in a copyright situation will be referred to the Chief Academic Officer and the proper authorities

## **SMOKING, TOBACCO AND MARIJUANA POLICY**

Smoking, including e-cigarettes, as well as the use of any tobacco or marijuana product, is prohibited on the College Campus, including all buildings, restrooms, and exterior campus grounds and parking lots.

## **ACCOMMODATIONS FOR DISABILITIES**

Bergin College of Canine Studies fully complies with the provisions and requirements of the Americans with Disabilities Act (ADA) 1984.

## **PHOTO RELEASE**

Bergin College students give the College the absolute right and permission to use photographic portraits, pictures or video of them in character or form, for marketing and/or advertising, or any other lawful purpose whatsoever.

## **HUMANE TREATMENT OF ANIMALS**

Inhumane treatment of any animal, domesticated or wild, on the College grounds or serving in any role in relation to the College, its staff, volunteers, or students will not be tolerated. Inhumane treatment is defined as any deliberate or negligent interaction that involves punishment, physical injury, traumatic death, or other inappropriate interplay.

# **COLLEGE GENERAL POLICIES REGARDING DOGS**

## **Dogs on Campus**

If a student or faculty member desires to bring a non-Bergin College dog that is not his/her personal service dog onto the campus premises, the student or faculty member must first receive permission from the Dog Program or College President. For *any* non-Bergin College dog to be on campus, the student or faculty member must provide proof that vaccinations are current.

## **College Dog Handling Policies/Requirements for AS, BS, MS Degree Program Students**

As part of your educational experience, you will be assigned a Bergin dog each session or semester. You will be the primary caretaker and trainer for this dog. The dog will attend classes with you and be taken on fieldtrips for exposure to various sights, sounds and stimuli. The purpose of this is to maximize your ability to learn about individual dogs' personalities, emotions, ways of communicating, bonding, learning and acclimating to multiple environments. Provided all conditions are met, your assigned dog will live with you full-time.

If you do not meet Bergin's requirements for taking a dog home then you will continue to be responsible for the care and training of the dog in order to meet class homework requirements. This will include such things as: coming to the campus kennels to feed and exercise the dog twice a day, taking the dog on outings, evening/weekend training sessions, etc.

The following policies are in place to create a safe learning environment for both you and the dog:

- Dogs are to be handled exclusively by Bergin College students (not friends, family, etc.).
- If there are multiple dogs living in the household, the Bergin dog must be the primary focus of the assigned student-trainer.
- No more than 3 off-leash dogs are allowed in any area, and if one dog is on leash then all dogs in that area must be on leash.
- Bergin dogs must be on leash in outdoor, unsecured areas.
- Bergin College dogs are not permitted in dog parks of any type or in any area where non-Bergin dogs are off-leash.
- Handlers of Bergin College dogs that are intact must take precautions to ensure no accidental breeding occurs.
- Smoking in any form and of any substance in the presence of Bergin College dogs is prohibited, due to

the potential detrimental effects of secondhand smoke on the dogs.

- If students desire to smoke during the day while attending classes, they may kennel their dog in the Dog Room while they go off campus to smoke.
- This policy applies to both on-campus and off-campus care of a Bergin College dog. For the health of the dogs, we appreciate active participation in enforcing the policy.
- Bergin College dogs must not be left unattended, indoors or outdoors, except in a secured area.
- Dogs must never be tethered to an object (except during umbilical cord time).
- Dogs must always ride inside a motor vehicle (not in the open bed of a pickup truck). Dogs should ride in the back seat/area whenever possible.
- Dogs may not be left in vehicles unattended if outside temperature is over 66 degrees. Always use common sense.
- Vehicle windows will not be open more than 4 inches.
- Dogs will be cared for in the manner prescribed by the College.
- Any serious health issues shall be reported immediately.
- Non-emergency behavioral and mild health issues should be documented (green cards-health, red cards-behavior).
- Training will be done in accordance with College training curriculum.
- Equipment used will be College approved.
- Dogs will be fed, bathed, groomed, and medicated as directed and scheduled.
- Students will ensure that the dog's behavior is managed appropriately in public in order to reflect positively on the College.
- Training records must be kept as prescribed.
- Dogs **MUST BE** signed out and in on the dog sign-out board. You must receive the Dog Programs approval before taking out a dog that is not assigned to you.
- All students are required to clean up immediately after their dogs.

Pre-conditions to taking a Bergin dog home:

- You have shown sufficient skill and interest in handling a College dog using Bergin College methods;
- You have shown sufficient skill and competencies in training a College dog using Bergin College methods;
- You have demonstrated an ability and willingness to follow Bergin College Dog Policies;
- Your living situation is suitable for placement of a College dog.

Example: Students whose living area is, in the reasonable determination of Bergin College, too small or limited to allow for safe and effective training of a Bergin College dog will not take a Bergin College dog home with them in the evenings or during weekends as part of the course homework.

Instead, such students will complete additional training exercises, such as evening and weekend field trips, with a Bergin College dog as necessary to fulfill the course requirements.

- The Bergin dog must be the primary focus of the assigned student-trainer over other dogs in household.

## Dogs in the Classroom

### Class Protocol for Dogs

- Dogs rest unobtrusively under the desk
- Commands not hands – no jerking of the leash
- No communication with the dog by touch, eye contact and speaking – unless absolutely necessary
- Ignore barking and whining
- When ‘better hurrying’ your dog, leave classroom and return discreetly
- Enjoy your dog!

## Student-Dog Mishandling Policies

Mishandling of dogs is defined as

- Roughness or jerking or yanking on the leash
- Hitting or kicking the dog
- Excessive yelling or continuing with verbal pressure after dog has responded
- Any continued correction after dog has offered appeasing behavior, seems scared, or has stopped undesirable behavior

Bergin College recognizes that correction is situational — the Dog Program staff has the leeway to judge whether a correction is excessive for an individual dog or individual situation. However:

- Students are not to inflict physical or emotional pain
- “Corrections” may not be used to vent frustration or anger
- Unacceptable behavior includes all behaviors defined in the course catalog as harassment

If any faculty member **other than** the Dog Program staff witnesses this behavior, it should be reported to the Dog Program staff.

The Dog Program staff will take the following steps to resolve the issue:

1. Explain to the student what is wrong and why / how we do things differently (first infraction)
2. If behavior continues or is repeated, dog is removed from student for one class period
  - a. If student is judged able to crate the dog without venting anger on the dog, the student will be told to crate the dog
  - b. If the student is judged as unable to crate the dog without a display of anger, the Dog Program staff will remove the dog from the student and tell the student to pick him/her up after the next class
3. If the student repeats the behavior, the student will not be allowed to take the dog off campus unsupervised — no overnights until the student’s on-campus behavior with the dog shows improvement as reported by several staff members
4. If student still mistreats the dog on campus, the student will **only** have access to the dog during supervised training sessions
5. The Dog Program staff may defer to the CAO if assistance is required for the student to comply
6. Students who report witnessing the mishandling of other students’ dogs off campus
  - a. Must provide specific details
  - b. The Dog Program staff will then decide what steps to take, based on:
    - i. Whether the problems were seen on campus
    - ii. Whether other staff report problems
    - iii. Whether the dog’s behavior has changed
7. Students are **not** to instruct other students on dog handling or comment to each other about what they are doing wrong
8. The Dog Program staff sets these policies and **all** students are subject to the same rules



9. If a student has had his or her dog access limited due to violations of these guidelines or policies, *at his or her request*, the status will be re-evaluated in one month to determine if the dog privileges should be reinstated

## Attending Bergin College with a Personal Service Dog

Our obligations under the California Code of Regulations 7.5 Private Postsecondary Education and our accreditation requirements prevent us from awarding degrees to students who fail to meet the requirements for the degree and the educational program in which they are enrolled.

- **No degree** may be awarded if there is a fundamental alteration of a program curriculum for a student who is **unable or unwilling** to participate in College classes without his/her personal service dog.
- Maintaining the fundamental curricular requirements of Bergin College's dog training/handling portions of the degree programs necessitates that certain restrictions apply to students' on-campus use of personal service dogs.
- While such restrictions may at first appear to contradict the College's mission, upon closer reflection there is a straightforward logical explanation for the policies.

Below please note the fundamental requirements for the dog training curricula:

1. To ensure each student has the opportunity to train dogs of varying ages, personalities and instincts, College and shelter dogs are utilized for the dog-training portion of the program curricula:
  - a. College and shelter dogs are in training, thus their behaviors, temperament, and dog-interactivities are not yet reliable and our students need to learn how to respond to a variety of dog dispositions and potential problems.
  - b. Students wanting to use their personal, by definition "fully-trained" service dog, in a course would be unable to engage in the educational experience of training dogs with the required diversity.
2. Completion of the scheduled hours of training classes is mandatory for graduation in the A.S., B.S. and M.S. programs.
  - a. Classes that involve training are typically scheduled every school day for several hours each day.
  - b. A student's personal service dog may not participate or be present in any class in which activities involving dogs-in-training are occurring.
3. The safety of College students and dogs is of utmost consideration in all training/handling decisions.
  - a. The Bergin College campus is a potentially precarious environment for a student's personal service dog.
    - i. Our dog population includes dogs with a variety of dispositions and behavior problems because our students need to learn how to resolve these issues.
    - ii. For health reasons, our campus is closed to outside dogs. When our dogs are confronted with an unknown non-Bergin College personal service dog or service dog team that comes on to campus, they could revert to a territorial behavior that incites other dogs to react similarly. That potential, combined with our beginning students' undeveloped handling skills, could affect the safety of all.
    - iii. Therefore, the bottom line is that the unreliable nature of our dogs, as well as the widely varying skills of our students, could potentially endanger a non-Bergin College personal service dog or service dog team that comes in close proximity to a Bergin College dog.
4. The student's attention may not be divided between the dog provided by the College he or she is training and the student's personal service dog while *on the school campus*:

- a. It would interfere with the training of the College or shelter dog and therefore the student's learning.
  - b. A personal service dog would be at risk if (s)he were in a room or situation full of dogs-in-training being handled by students of varying skill levels.
5. Opportunities to expose College dogs to varying situations and stimuli is critically important, but is to be done with care and consideration.
- a. Program curricula generally require students to take a Bergin College dog-in-training to class for several hours per day, including academic classes.
    - This is an important element of the student's education and the dogs' training and is a required part of the curriculum.
    - Not all instructors of College academic courses are formally schooled in dog training and cannot be looked to were a problem to arise.
    - No personal service dog may be present in a class session in which College dogs are present.
      1. Whenever a student is handling or training a Bergin College dog on campus, the student's personal service dog must be safely restrained elsewhere.
      2. At no time may a student attend a class with a personal service dog and his or her assigned College dog-in-training as this would be considered an unsafe situation.
  - b. Program curricula generally requires students to take their assigned College dog-in-training on fieldtrips into the local community or on outings.
    - This is an important element of the student's education and the dogs' training and is a required part of the curriculum.
    - While the student has his/her Bergin College dog on a field trip, the student's personal service dog may not be present.
6. All College dog training/handling techniques are non-aversive.
7. Each College course will have specific requirements involving dogs-in-training in their courses.

These requirements mean that a student who is unable or unwilling to be separated from his/her personal service dog could not participate in the dog-training classes or academic classes with other ***dogs-in-training handled by students with widely varying degrees of skill and expertise as dog handlers and dogs at varying ages and stages of unpredictable behavior.*** The welfare of the student and his/her personal service dog and other Bergin students' and dogs could not be guaranteed;

1. Students with personal service dogs must be prepared to spend considerable time each day separated from their personal service dogs.
  - a. When on campus, Bergin College will provide an area where the student can place his/her dog's suitable, secure crate.
  - b. A student's personal service dog must meet all requirements listed in these policies in order to:
    - i. Be on the College campus
    - ii. Use the public area to be crated in his/her own suitable, secure crate

*While Bergin College is committed to approaching the issue of personal service dogs on a case-by-case basis, in order to protect the health and ensure the safety of both the Bergin College dogs and students' and service dog partners and their service dogs, the following policies apply in all cases regarding students' on-campus presence of personal service dogs.*

## **Students' Personal Service Dogs**

Rules for personal service dogs on campus must be strictly followed.

### Personal Service Dogs:

- Must be appropriately introduced to the campus
- May not participate in any course or field trip
- Must be on leash and under control at all times
- Must use designated potty area and students must clean up after their dogs
- Must not be cat aggressive
- May not be brought into the following areas of campus:
  - The puppy area
  - The dog room
  - The vet room
  - The training room
  - The exercise yard
  - The agility yard
- Must be on flea control and have the following vaccinations (proof must be supplied prior to bringing the dog onto the campus):
  - Canine Distemper
  - Infectious Hepatitis
  - Canine Parvovirus
  - Leptospirosis Bacterin
  - Bordetella
  - Rabies
- Any dog whose behavior poses a threat to the health or safety of others (human or canine) must be removed from campus immediately by his/her handler and will not be allowed to return.
  - Behavior that will cause a dog to be removed from campus includes, but is not limited to:
    - Biting
    - Snapping
    - Lunging or growling at dogs or humans
    - Excessive and uncontrollable vocalization
    - Inappropriate toileting
    - Destructive behavior.
- May not use any of the school's training equipment or supplies.
- The student must sign a waiver releasing the College from liability if they or their dog is injured through actions related to a Bergin College dog on or off campus.

## **Additional Policies Regarding Students with Personal Service Dogs**

As mentioned above, students with personal service dogs who hope to complete all graduation requirements must be prepared to spend considerable time separated from their service dogs throughout the school day and some evenings and weekends (see below).

- During their first two weeks of school, all first-year Bergin College students must participate in a required orientation.

- This orientation includes a week of “umbilical cord bonding” with a Bergin College service dog-in-training. Students **must** make arrangements for their personal service dog to be cared for by someone else during this time in order to participate in this process.

### **Off-Campus Requirements for Students with Personal Service Dogs and/or Other Animals**

- When the student takes a Bergin College dog off-campus for training (a field trip, an evening outing), the student’s personal service dog may not accompany them; the student must be fully focused on the safe handling and training of the Bergin College dog during **all** on- and off-campus handling.
- If students travel by car with both their Bergin College dog and their personal service dog (or pet or other dog), the dogs may need to be secured in separate areas of the car.
- A student who has a service dog or a pet dog or other animal at home is required to work with Bergin College staff to ensure a safe introduction to and management of all animals at home.
- The Dog Policies for Students as outlined in the catalog apply to Bergin College students who also have a service dog or emotional support animal.

Just as service dog partners are concerned about untrained or partially trained dogs in public having problematic contact with their “personal service dogs,” we at Bergin College are concerned about our partially trained “service dogs-in-training” or our campus dogs being prepared for “non-public access roles” having problematic contact with “personal service dogs.” We are a College that provides many types of canine-related courses. While we do have a service dog organization on campus and train some of our dogs to become service and therapy dogs, we also have dogs with issues for those students not interested in working with service dogs.

# FEDERAL, STATE, AND REGULATORY POLICIES AND DISCLOSURES

## REQUIRED NOTIFICATIONS

### OPEN ENROLLMENT POLICY

Every program and course offered by Bergin College unless otherwise stated in the catalog or schedule of courses, or unless specifically exempted by statute or regulation, is open to enrollment and participation by persons who meet the prerequisites of the programs and/or course and who are otherwise eligible for admission to and enrollment into the program.

### NONDISCRIMINATION POLICY

Bergin College of Canine Studies is committed to equal opportunity in educational programs and employment. Bergin College does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in any Bergin College programs, activities, and application for employment. Equal educational opportunity includes, but is not limited to: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, testing, financial assistance, and employment. Equal employment opportunity includes but is not limited to providing and safeguarding the opportunity for all persons to seek, obtain, and hold employment and qualify for advancement in Bergin College without discrimination. Bergin College is committed to nondiscrimination in compliance with the *Civil Rights Act; Title IX of the Education amendments of 1972; the Rehabilitation Act of 1973 (Section 503 and 504); the Americans with Disabilities Act of 1990; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1967; the Age Discrimination in Employment Act of 1967; and nondiscrimination laws of the State of California.*

### AMERICANS WITH DISABILITIES ACT

Bergin College fully complies with the provisions and requirements of the Americans with Disabilities Act (ADA) 1984. The College provides individuals with disabilities equal educational opportunities, programs, and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal education opportunity. When necessary, Bergin College will make reasonable modifications to policies, practices or procedures or provide auxiliary aids and services, as long as doing so will not fundamentally alter the nature of Bergin College programs or impose an undue burden. Students requiring assistance must make timely and appropriate disclosures and requests. Request for reasonable accommodations should be made as soon as possible after acceptance. Students requesting such assistance must provide information and documentation regarding their disability and their limitations, including appropriate medical information. Also, a student may be required to undergo additional evaluation of limitations if needed by Bergin College to collaborate effectively with the student in securing appropriate learning strategies. All personal and medical information will be treated as confidential. For more information, contact the Director of Admission Services.

### ACCOMMODATIONS FOR DISABILITIES

Bergin College of Canine Studies fully complies with the provisions and requirements of the Americans with Disabilities Act (ADA) 1984.

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989**

Bergin College is a Drug-Free Campus. It is the policy of the College to uphold federal law by maintaining a campus where students, faculty, staff, and administration are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and from abuse of alcohol. For purposes of this policy, campus shall mean those places where a student is engaged in an authorized Bergin College activity. The campus includes property owned or leased by Bergin College; property used by Bergin College for student participation in field trips, field study, or study travel programs; private vehicles while on campus or while being used for official Bergin College business. All students are required to comply with this policy to remain in good standing and as a condition of continued attendance in any of Bergin College programs. Any violation of this policy will be cause for disciplinary action against the student, up to and including expulsion. Student discipline shall be accomplished in accordance with the provisions of Article 3 of Title 3, Division 7, Part 47, of the California Education Code. Any student who needs information about substance abuse treatment may consult a campus administrator, who can provide the student with information about available treatment resources. Bergin College does not provide substance abuse treatment.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). The federal law basically says that no one outside the institution shall have access to students’ education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

What is considered Directory Information?

Bergin College of Canine Studies may disclose, without consent, “directory” information. The College considers the following information directory information and may disclose this information to the public:

- a) student’s name; b) dates of attendance; c) Veteran status, if applicable; d) the degree or certificate earned; e) awards the student has earned. Other kinds of directory information, such as a student’s address, telephone listing, program of study, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. Bergin College reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student’s record: grades, courses, GPA, social security number and other personal information will not be released without the student’s written consent.

A student can request in writing to not disclose this information to the public. Request must be made within 30 days of starting school. No information will be released without the written consent of the student. This status is binding until such time that Bergin College of Canine Studies is notified in writing by the student to permit release of directory information.

## **STUDENTS RIGHTS TO KNOW ACT 1990**

Education is fundamental to the development of individual citizens and the progress of the Nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students make an informed judgment about the educational benefits available at a given institution of higher education.

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of Bergin College to make available its completion and transfer rates to all current and prospective students.

## **QUESTIONS REGARDING THIS CATALOG**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at:

Address:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, California 95798-0818

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897

## **FILING A COMPLAINT WITH BPPE**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website at: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **PERFORMANCE FACT SHEET**

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which contains Bergin College's retention and placement statistics.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Bergin College of Canine Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Assistance Dog Education, Business and Companion Dog Studies, Canine Studies or Human-Canine Life Sciences is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at that institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bergin College of Canine Studies to determine if your credits or degree will transfer.

## **STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. **Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.**

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau, but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.  
To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

#### **INSTITUTIONAL FINANCIAL SOLVENCY**

Bergin College is a financially sound institution of higher education having never filed a bankruptcy petition or having a petition of bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).



# FEDERAL FINANCIAL AID

## TITLE IV DISCLOSURES

### FEDERAL FINANCIAL AID STATEMENT

Bergin College provides financial aid in the form of scholarships, grants, employment opportunities, and educational loans. Bergin College contracts with Educational Compliance Management (ECM) as its full-service third party servicer to process FAFSAs, package students, request funds, draw down funds to the institutional Federal Bank account, process refunds, and deal with questions between the school and the Federal agencies.

### FAFSA NUMBER

Bergin College's FAFSA number is: 04176300

### TITLE IV — PROGRAM ELIGIBILITY

Bergin College offers the following programs that are eligible for Title IV aid. All programs are accredited by ACICS.

- Master of Science Degree in Human-Canine Life Sciences
- Bachelor of Science Degree in Canine Studies (Cynology)
- Associate of Science Degree in Business and Companion Dog Studies
- Associate of Science Degree in Assistance Dog Education

### TITLE IV — INELIGIBLE PROGRAMS

Bergin's professional certificate program is not eligible for Title IV aid.

- Service Dog Training Seminar

### TITLE IV — REFUND

The return of Title IV funds requirement is a complex process involving Bergin College Of Canine Studies and Educational Compliance Management, the College's Third-Party Servicer. The Chief Academic Officer is designated as the contact point for students who wish to withdraw. The Chief Academic Officer determines the withdrawal date and reports it to other institutional offices and the Department of Education.

The Financial Officer and Educational Compliance Management calculate the return of Title IV funds using federal formulas, in order to complete recovery of Title IV funds to specific program funds, notifies the student of his or her obligation to repay funds if applicable, tracks the repayment, and refers overpayments to the Department of Education.

More information about the refund policy for return of TITLE IV funds is available from the Financial Aid Officer. Also, see Refund Policy section of the Catalog.

### TITLE IV — ELIGIBILITY

To remain eligible for Title IV aid, a student must maintain Satisfactory Academic Progress (SAP) as per section 668.16(e) of HEA 1965. Satisfactory Progress is measured at the beginning of each semester, and will be checked prior to the disbursement of aid. Bergin College's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. (See Satisfactory Academic Progress section of Catalog).

### CAMPUS SECURITY ACT DISCLOSURE STATEMENT

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution

and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institutions crime statistics for the period between 1/1/2013 and 12/31/2015 (three most completed calendar years).

Report Distribution Date: Occurrences Within the 2013, 2014, 2015 Calendar Years

<b>Crimes Reported</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Hate Crimes Reported</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder (Includes non-negligent manslaughter)	0	0	0	Murder (Includes non-negligent manslaughter)	0	0	0
Negligent manslaughter	0	0	0	Rape	0	0	0
Sex offenses (forcible & non-forcible)	0	0	0	Fondling	0	0	0
Robberies	0	0	0	Incest	0	0	0
Aggravated assaults	0	0	0	Statutory rape	0	0	0
Burglaries	0	3	0	Robbery	0	0	0
Motor Vehicle Thefts (on Campus)	0	0	0	Aggravated assault	0	0	0
Arson	0	0	0	Burglary	0	0	0
				Motor vehicle theft (on Campus)	0	0	0
Domestic violence	No Stats	0	0	Arson	0	0	0
Dating violence	No Stats	0	0	Simple assault	0	0	0
Stalking	No Stats	0	0	Larceny-theft	0	0	0
				Intimidation	0	0	0
				Destruction/damage/vandalism of property	0	0	0

<b>Number of arrest made for the following crimes</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Liquor Laws	0	0	0
Drug Laws	0	0	0
Weapons Possession	0	0	0

### **CAMPUS SECURITY AND CRIME**

1. Bergin College does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log," and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00 p.m. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may, as such, be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though Bergin College does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to his/her own personal safety and the safety of others. The following is a description of policies, rules, and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms.
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the school premises.
  - d) If you are waiting for a ride, wait within sight of other people.
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty), and prospective students.
  - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation the safety of an individual, cause a suspect to flee, to evade detection, or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in BUCS daily Incident Log located on campus at the institutional official's station. The log includes the date, time, location, incident reported, disposition of incident, and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination, and/or arrest.
10. Information concerning drug and alcohol abuse education programs are posted on campus and is distributed annually to students and staff.
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion while investigations are being followed, termination, and/or arrest.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the school's officer but rather contact the appropriate agency by calling (911).

Chief Academic Officer  
Bergin College of Canine Studies  
707-545-3647

### **CAMPUS COMMUNITY – EMERGENCY RESPONSE**

The Office of Student Services has set up an e-mail group that will reach all current students, faculty and administration to inform them of any emergency on campus. When possible, a text message will be sent to students, faculty, and administration. The system is checked each year. The evacuation plan is the same as the fire evacuation plan, which is posted throughout the building. All personnel will be advised of this plan each year.

## **ADDENDUM: VETERANS AND ELIGIBLE PERSONS**

Any veteran and/or eligible person who enrolls in and becomes a student of Bergin College of Canine Studies shall follow the same guidelines and policies as have been established and stated in the Bergin College Catalog.

A 100 percent pro-rata refund policy as described in the Refund Policy section of this Catalog shall apply to all veterans and eligible persons enrolled in the College.

This College will evaluate all previous education and training, grant credit when appropriate, reduce the program length proportionately, and inform the Department of Veterans Affairs and the student accordingly.

**Attendance Policy:** Students are expected to attend all classes. Two or more unexcused absences will definitely result in being dropped from a course. More than five missed class days total in the two-semester degree program may result in withdrawal from the program.

**Satisfactory Academic Progress:** VA educational benefits will be discontinued when the eligible person ceases to make satisfactory academic progress as per the catalog. No more than two terms on probation will be permitted.

**Conditions for re-enrollment:** Re-enrollment or re-entrance will be approved only after evidence is shown to the Chief Academic Officer's satisfaction that conditions which caused the academic disqualification have been rectified.

The maximum capacity for each of the courses as listed in this Catalog at any given moment is 30 students.

Each student, upon completion, will receive an official transcript indicating that he/she has fulfilled all course and credit requirements of the degree program in which he/she was enrolled. Each student will also be conferred, upon completion and depending on which degree program enrolled, either an Associate, Bachelor's, or Master's degree as approved by the Bureau of Private Postsecondary Education (BPPE), the Accrediting Council of Independent Colleges and Schools (ACICS) and Accrediting Commission of Career Schools and Colleges (ACCSC).

### **Verification Statement by Veteran or Eligible Person**

Before signing the enrollment agreement, did you receive in addition to the College catalog an unsigned copy of this addendum, which explains any additional policies that apply to all veterans and eligible persons enrolled in Bergin College of Canine Studies? The signature of the school's representative and your signature below signify that this addendum was provided to you at the time and in the manner required.

Print Name (veteran or eligible person) \_\_\_\_\_

Student Signature \_\_\_\_\_

Bergin College Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding your benefit status call the toll-free Education Number: 888-442-4551

BERGIN COLLEGE | 2018-2019 CALENDAR

**AUGUST 2018**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8/20-12/14: Fall Semester  
 8/6: First-Year BS Summer Class  
 8/17: Student Orientation A.S./B.S.  
 8/20-31: A.S. Fall classes  
Mock client training  
 8/20: B.S., M.S. Fall assignments begin

**FEBRUARY 2019**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2/18: Presidents' Day  
 2/18: M.S. Program Spring 2-wk onsite session (2/18-3/2)

**SEPTEMBER 2018**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/3: Labor Day  
 9/4: A.S. Regular classes begin  
 9/5: Bergin picnic lunch

**MARCH 2019**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/4-8: Spring Break  
 March – Bergin potluck lunch-date to be determined

**OCTOBER 2018**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10/15: M.S. Program Fall 2-wk onsite session (10/15-10/27)

**APRIL 2019**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/15-16: A.S. Make-up for Monday holidays  
 4/17-18: A.S. Finals (2 days)  
 4/19: A.S. mandatory grad prep  
 4/22-5/4: ADE Client Training BCDS events Grad Prep  
 4/29-30: B.S. Makeup for Monday holidays

**NOVEMBER 2018**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11/12: Veterans Day Observed  
 11/19-20: A.S. Makeup for Monday holidays  
 11/19-20: B.S. Makeup for Monday holidays  
 11/21-23: Thanksgiving Break  
 11/28-30: A.S. Finals (2.5 days)  
 11/30: A.S. ADE afternoon grad prep

**MAY 2019**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/1-2: B.S. Finals (2 days)  
 5/3: B.S. mandatory grad prep  
 5/3: End of Spring Semester  
 5/4: Graduation  
 5/6: M.S. Summer assignments begin  
 5/27: Memorial Day

**DECEMBER 2018**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12/3-14: Mock Client Training A.S. ADE  
 12/12-13: B.S. Final (2 days)  
 12/14: Winter Celebration Dinner  
 12/14: End of Fall Semester  
 12/15-1/7: Winter Break

**JUNE 2019**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/3-7/20: Service Dog Seminar (7wks)

**JANUARY 2019**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1/7-5/3: Spring Semester  
 1/7: A.S., B.S. Spring classes begin  
 1/7: M.S. Spring assignments begin  
 1/21: Martin Luther King Day

**JULY 2019**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7/1: M.S. Program Summer 2-wk onsite session (7/1-7/13)  
 7/4: Independence Day  
 7/8-20: Client Training (Summer Seminar)  
 7/20: Seminar Graduation

# FACULTY AND ADMINISTRATION

## ADMINISTRATION

Bergin College received its 501(c)(3) non-profit corporation status and has been operating as an educational and research institution since September of 1991. The administration and staff of Bergin College are dedicated working professionals each of whom is committed to the mission of the College and to helping its students develop or expand their knowledge for scholarly or career purposes or to enhance their knowledge of their own specialties through the unique viewpoint provided by human-canine studies.

**Bonita M. Bergin, Ed.D. — President/Director of Education**

**Dean of Assistance Dog Institute**

Ed.D., Nova Southeastern University – Education

M.A., Sonoma State University – Special Education, Early Childhood Education

B.A., Sonoma State University – English, Psychology, Social Science

**Carol Bracco, M.P.H. – Receptionist**

Masters of Public Health, University of California Berkeley – Epidemiology/Biostatistics

B.S., University of California Davis – Biological Studies

**Denise Gregersen — Registrar/Chief Operating Officer (COO)**

Empire College – Business Management

A.A., Santa Ana College – Business Management

**Rachel Hanson – Staff Accountant**

Empire College – Accounting Certificate

A.A., Santa Rosa Junior College - Social & Behavioral Science

**Eric Jensen – Facilities Manager**

A.A., Santa Rosa Junior College – Social and Behavioral Science

**Judee Mussehl-Aziz, M.A. – Director of Strategic Marketing & Outreach**

M.A., Monterey Institute of International Studies – International Policy Studies

B.A., University of North Carolina-Charlotte – Society for Human Resources Management

**Rebecca Richardson, M.S. — Chief Academic Officer**

M.S., Bergin University of Canine Studies – Human-Canine Life Sciences

B.A., Simpson University – Liberal Studies

**Sherri Rieck – Campus Operations Manager**

A.S., Bergin University of Canine Studies – Assistance Dog Education

**Molly Rodgers – Student Services Administrative Assistant**

**Jarod Rohrbach – Bookkeeper**

A.S., Santa Rosa Junior College – Business Administration

**Jessica Smielecki – Assistant Dog Program Manager**

B.S., Bergin University of Canine Studies – Canine Studies (Cynology)

**Lauren Tyler – Breeding and Wellness Manager**

B.A., Oregon State University – Animal Science

**Connie Van Guilder, M.A. – Director of Admission Services**

M.A., Sonoma State University – English

B.A., University of California Berkeley – English

# FACULTY

Bergin College's faculty members are selected for knowledge of their subject and their ability to share that knowledge in a vibrant, dynamic way. Students enjoy close working relationships with faculty due to the small class sizes, joint research projects, and caring atmosphere.

## GRADUATE PROGRAM FACULTY

### **Bonita M. Bergin, Ed.D.**

Ed.D., Nova Southeastern University – Education

M.A., Sonoma State University – Special Education, Early Childhood Education

### **Lewis Bogdanovic, DVM**

D.V.M., University of California, Davis

B.S., San Francisco State University – Biochemistry

### **Susan J. Caputo, DVM**

D.V.M., University of Florida

B.S., Cornell University - Animal Science

### **Stanley Coren, Ph.D.**

Ph.D., Stanford University – Psychology

### **Emma Grigg, Ph.D.**

Ph.D., University of California, Davis – Ecology

M.A., San Francisco State University – Biology

### **Monika Lipinski, Ph.D.**

Ph.D., University of California, Davis – Genetics

B.S., University of California, Berkeley – Integrated Biology

### **Nicole Weld, M.S.**

M.S., Capella University – Human Services – Nonprofit Organization Management

B.S., San Francisco State University – Social Science

### **Scott Zimmer, MLIS (Librarian)**

J.D., California Western School of Law

M.L.I.S., University of Iowa – Library and Information Science

B.A., University of South Dakota - English



## UNDERGRADUATE PROGRAMS FACULTY

### **Devan Amundsen, CPDT-KA, CBCC-KA**

Certified Professional Dog Trainer, Knowledge Assessed – Certification Council for Professional Dog Trainers  
Certified Behavior Consultant Canine, Knowledge Assessed – Certification Council for Professional Dog Trainers  
Canine Good Citizen Evaluator – American Kennel Club

### **Bonita M. Bergin, Ed.D.**

Ed.D., Nova Southeastern University – Education  
M.A., Sonoma State University – Special Education, Early Childhood Education

### **Adam Brown, J.D.**

J.D., University of New Hampshire Franklin Pierce Law Center – Disability Law  
B.A., Hartwick College

### **Susan J. Caputo, DVM**

D.V.M., University of Florida  
B.S., Cornell University, Animal Science

### **Matt Decker, LCSW**

M.S., University of Southern California – Social Work  
B.A., Arizona State University – Sociology

### **Wayne Downey, Ed.D.**

Ed.D., Fielding Graduate University – Multiethnic Identity Development, Curriculum Development & Educational Research  
M.A., Sonoma State University – Psychology

### **Emily Kauer**

Veterinary Technician Certificate, Santa Rosa Junior College  
B.S., Bergin University of Canine Studies – Canine Studies (Cynology)

### **Monika Lipinski, Ph.D.**

Ph.D., University of California, Davis – Genetics  
B.S., University of California, Berkeley – Integrated Biology

### **Hannah Moodie**

B.S., University of Wisconsin – Psychology  
A.S., Bergin University of Canine Studies – Assistance Dog Education

### **Imogen Poropat, M.S.c.**

M.S.c., Newcastle University – Applied Animal Behavior and Welfare  
B.A., Royal Academy of Music and Drama – Scottish Music

### **Todd Richardson, M.A.**

M.A., University of California Santa Barbara – English  
B.A., Chico State University - English

### **Patricia Smith**

M.J., University of California Los Angeles – Journalism and Mass Communications  
B.A., University of California Santa Barbara – English and History

**Jessica Smielecki**

B.S., Bergin University of Canine Studies – Canine Studies (Cynology)

**Lauren Tyler**

B.S., Oregon State University – Animal Science

**Nicole Weld, M.S.**

M.S., Capella University – Human Services – Nonprofit Organization Management

B.S., San Francisco State University – Social Science

**Scott Zimmer, MLIS (Librarian)**

J.D., California Western School of Law

M.L.I.S., University of Iowa – Library and Information Science

B.A., University of South Dakota - English