IU INDEPENDENCE®
UNIVERSITY

Catalog
2021

Contents

The Institution must retain the flexibility to improve its curriculum; therefore, course offerings may be changed during a student's education. If a course required under a previous catalog is no longer offered, a student eligible to graduate according to that catalog should consult his or her academic advisor or Dean to identify another course that may be used to fulfill the requirement. Course substitutions in the degree program are permitted only with the approval of the Dean through the department head or program director. Furthermore, the Institution reserves the right to make any changes in requirements it may consider necessary and desirable by due notice in the catalog. Substitutions for discontinued courses may be authorized or required by campus administration.

Students may graduate under the catalog in effect at the time of their initial enrollment or any succeeding catalog provided the catalog is not more than seven years old upon the completion of requirements for graduation. Students who have been gone from the Institution for seven years or more must enter the Institution under the catalog in effect at the time of re-entry.

A student's transcript will reflect the course name, number, and credits that are in effect at the time the course is being taken by the student.

Information contained in this catalog is subject to change at the discretion of the University without prior notification.

In the event of any inconsistency between the information contained in this catalog and any other material, the information contained in the catalog (including any addenda) shall take precedence. The Institution is not responsible for information or oral claims made by individuals that are contrary to the Institution's published materials. Most photos included in this catalog are stock photography and do not represent actual students except where noted.

Volume 22, effective January 19, 2021. Good through and including January 3, 2022. Revised July 6, 2021.

For faculty information, please see addendum provided with this document.

I certify that this catalog is true and accurate in content and policy.

_____   _____
Signature   Date

Mission and Objectives

We are dedicated to helping our students graduate and get a much better job sooner. We focus on educating people for rewarding careers and enriching lives. Our goal is for students to achieve success in career-oriented programs and enhance their skills in critical thinking, communication, problem solving, and using technology culminating in satisfactory career placement or advancement in current employment. To fulfill this goal, the Institution will:

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.

2. Provide students with education and knowledge to become competent members of their communities, enabling them to appreciate and successfully cope with the human relations problems encountered in the workplace.

3. Provide programs that include a variety of skills that will bring students to a fuller realization of the world in which they live and work, so that they will be capable of achieving a satisfactory and rewarding career and lifestyle.

4. Serve as a leader of higher education in each of our communities by incorporating suggestions and recommendations from knowledgeable representatives of the programs offered.

History

History of Independence University

Independence University started out as Stevens-Henager College which was founded in West Haven (Ogden), Utah, in September 1891 by Professor J.A. Smith as the Intermountain Business College. The college's purpose was to teach commercial subjects and place graduates in business positions. The college was known over the following 68 years as Smithsonian Business College, Moench University of Business, and Ogden/West Haven Business College. In 1959 the name was changed to Stevens-Henager College. Independence University has a ground campus, located in West Haven (Ogden), Utah, as well as a fully online campus.

Campus Locations

Campus Locations

Independence University – Utah
1890 South 1350 West
West Haven, UT 84401
Phone: (801) 622-1567   Fax: (801) 621-0853

Independence University – Online
4021 South 700 East, Suite 400
Salt Lake City, UT 84107
Phone: (801) 290-3240   Fax: (801) 263-0345

Facilities

Facilities

West Haven (Ogden)

Independence University's ground campus in West Haven (Ogden), Utah is a 33,000 square-foot, two-story, facility. The University has several computer laboratories, a medical lab, a surgical lab, a pharmacy lab, X-ray lab, three nurse labs, a library resource center, a conference center, a student lounge, and lecture classrooms. Wireless Internet access is available throughout the campus. The campus has an elevator, ramps for handicapped students, and ample parking. Located at 1890 South 1350 West in West Haven (Ogden), the facility is easily accessible from I-15 and 21st Street.

Accreditation

Accreditation

Independence University (IU) is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

Independence University is approved by the Utah Department of Commerce, Division of Consumer Protection, and is exempt from registration with the Utah State Board of Regents, as allowed in section 53B-5-105-5.2e of the Utah Postsecondary Proprietary School Act, revised February 17, 2011.

The Surgical Technologist program at the ground campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST). ARC-ST is sponsored by the American College of Surgeons and the Association of Surgical Technologists. The Commission on Accreditation of Allied Health Education Programs: is located at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

In 2018, ACCSC placed CEHE's colleges, including Independence University, on probation due to concerns over adherence to portions of ACCSC's Standards. [During the period of probation, CEHE believes that it has satisfactorily addressed the items listed in the ACCSC probation - including implementing several strategies that have significantly improved current cohort graduation rates to a level that is forecasted to meet the ACCSC benchmarks for all programs.] On April 22, 2021 CEHE received notice that ACCSC voted to withdraw accreditation for some of CEHE's colleges, including Independence University. CEHE filed a

Notice of Intent to Appeal with ACCSC. Independence University's accreditation remains in place during the entirety of the appeals process.

Governmental Agencies

Governmental Agencies

The Rehabilitation Division of the State Department of Public Instruction in Utah recognizes Independence University for vocational rehabilitation training by the respective state departments of education. Programs are approved for veterans' benefits by the Utah State Approving Agency. All programs offered are approved for veterans' training.

Legal Control

Center for Excellence in Higher Education, Inc., a Delaware nonprofit corporation, legally controls Stevens-Henager College, Independence University, CollegeAmerica (Arizona), and California College San Diego.

All colleges are affiliated. Officers at the corporation are Paul Gardner, President; Kody Larsen, Secretary; and William C. Dennis, Treasurer. Directors are William C. Dennis, Rajshree Agarwal, Kody Larsen, and Ken Konesco.

Calendar

Students can generally begin classes at the Institution in any month of the year. The Institution offers day and evening programs. Please see the detailed calendar on the last page of the catalog.

Program Modifications

The Institution prepares its students for employment in the technology, business, graphic arts, and medical communities. To best meet the needs of these employers, periodic revision of our courses and majors is necessary. The Institution, therefore, reserves the right to add to or delete material from courses, alter program content, cancel a program if there is insufficient enrollment, and change faculty, as circumstances indicate.

Disaster Affecting the University's Operations

In the event of an "Act of God" affecting operations (e.g., fire, flood, hurricane, tornado, etc.), the Institution reserves the right to suspend training for a period not to exceed 90 days.

Disability Services

Philosophy

Students with disabilities have a right to reasonable accommodations.

What Is a Disability?

The Institution uses the definition of disability set forth in Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- ✓ Has a physical or mental impairment that substantially limits one or more major life activities;
- ✓ Has a record of such an impairment;
- ✓ Is regarded as having such an impairment.

Exceptions

Students with diagnosed alcohol or drug abuse qualify for services only when not actively engaged in the use of those substances. Individuals with temporary disabilities (e.g., having a broken arm, recovering from surgery) do not qualify under the law as someone with a disability, and as such, are not entitled to reasonable accommodations.

Eligibility for Services

In order to receive accommodations, students must meet the following criteria:

1. Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
2. Request services from Disability Services through the Dean or Director of Student Services.

Provisional eligibility, which allows students to receive limited services and accommodations, may be granted in the following situations:

3. The student provides documentation that is outdated or incomplete and is in the process of obtaining updated documentation, or

4. The student does not have ready access to required documentation, but provides some other form of legitimate evidence of disability and the resulting limitations and agrees to provide the required documentation in a timely fashion.

Documentation Requirements

Students are required to provide the Institution with medical or psychological documentation in order to receive accommodations. All medical information received by the Institution remains confidential and is released to other Institution personnel only with the student's written permission. Specific documentation requirements may vary slightly depending on the disability. Generally, students should use the following guidelines in determining what constitutes adequate documentation:

- ✓ Statement of disability, including diagnosis, instruments/tests used to reach that diagnosis, and current medications (if any) used to treat the condition and their potential side effects, signed by a qualified medical/psychological professional;

- ✓ Statement of the current impact of the disability on academic performance;

- ✓ Recommendations for appropriate academic accommodations.

If the student's documentation is not current (within the last three to five years), or if the student has a learning disability and the most recent testing was prior to age 16, the student will be asked to seek more current testing and/or diagnostic information. This is to ensure that any accommodations made by the Institution are best suited to the student's current needs and/or level of functioning.

Accommodations

Students with disabilities are entitled to reasonable accommodations at the Institution. Institution management will determine what reasonable accommodations to provide based appropriate documentation that outlines the needs of the student and the demands of the course.

Title IX and VI of the Civil Rights Act - Notice of Nondiscrimination

Center for Excellence in Higher Education, Inc., which operates as Stevens-Henager College, Independence University, CollegeAmerica (Arizona), and California College San Diego (collectively, the "Company"), does not discriminate on the basis of race, color, national origin, sex, disability, age or any other characteristic protected by applicable law in any of its education programs or activities. Furthermore, this policy against discrimination on the basis of sex, includes sexual harassment, as defined under Title IX of the Educati onal Amendments Act of 1972 and regulations issued thereunder ("Title IX"). The requirement not to discriminate applies to admissions and employment. The following individuals have been designated and authorized to handle inquiries regarding, and allegations and formal complaints under, the nondiscrimination policies of the Company:

Chelsea Jones
Sr. Leave Programs Specialist
4021 South 700 East, Suite 400
Salt Lake City, Utah 84107
chelseaj.jones@collegeamerica.edu
801-281-6962

Danielle Lammi
Corporate Director of Career Services
4021 South 700 East, Suite 400
Salt Lake City, Utah 84107
danielle.lammi@collegeamerica.edu
801-284-7535

All educational institutions receiving federal financial assistance are required to comply with Title IX and with Title VI of the Civil Rights Act of 1964, which prohibit such institutions from discriminating on the basis of sex, race, color, or national origin in the education programs or activities that they operate.

The Company is subject to these requirements and complies with them. The Company admits students and hires employees without respect to, and does not discriminate against anyone on the basis of, sex, race, color, ethnicity, national origin, disability, age, religion, or any other characteristic protected by applicable law. All students, faculty, and other employees of any kind should refer allegations of discrimination, including, without limitation, sexual harassment, and inquiries regarding the Company's non-discrimination policies, to the attention of either of the Title IX Coordinators identified above.

A comprehensive policy detailing the grievance procedure and grievance process for reports of sex discrimination, including sexual harassment, can be accessed through the Company's website (www.cehe.org).

Vocational Rehabilitation Act

The Institution is an equal opportunity employer covered by Section 504 of the Vocational Rehabilitation Act of 1973 concerning non-discrimination under federal grants: Section 504. No otherwise qualified handicapped individual in the United States, as defined in Section 7(6) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Campus Director is the Institution's Equal Employment Opportunity Administrator. The Equal Employment Opportunity Administrator is responsible for ensuring that all applicants for admission are afforded equal opportunity in accordance with our EEO policy as well as supervising periodic reviews of our physical facilities and current policies, practices, and educational programs. In addition, the administrator is responsible for reviewing all complaints that allege discrimination of any sort.

INDEPENDENCE UNIVERSITY UTAH CAMPUS INFORMATION

Utah Campus Admissions Requirements

Applicants for admission must have graduated from an accredited high school, private secondary school, or have completed the equivalent (GED, HiSET, CHSPE, or TASC). High school transcripts in a foreign language must be translated and evaluated by a credential evaluation service for equivalency. Applicants must pay tuition in advance if they do not qualify for financial assistance programs.

Students who are selected for verification of documentation for funding purposes regarding proof of high school graduation or equivalent (POG), may submit an unofficial proof of high school graduation with a signed Transcript Request Form if they cannot provide a copy of their high school diploma or GED. Once the student is able to access official POG they must provide it to the Institution immediately. If the student does not provide this documentation in a timely manner, they will be dropped from school and all Title IV funds will be returned.

A qualified comprehensive background check is an essential part of gaining employment for most careers in the healthcare industry. As a result, a background check is required for applicants seeking enrollment in most healthcare-related programs. Only applicants with a background check that is **Complete and Cleared** (where required for applicable programs) will be approved for enrollment into the University's healthcare programs. Please see the program descriptions pages for details.

Arbitration and Class Action Waiver Disclosure: Independence University requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by Independence University prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Campus Director at Independence University for questions.

Additional Admissions Requirements – Medical Assisting AOS degree

All applicants seeking admission into the Medical Assisting program are required to have a submitted and approved background check prior to the end of the third week of the first module. The background check is required to ensure acceptance into an externship site (see Externship Requirements) and must be approved prior to the end of the applicant's first module.

Additional Admissions Requirements – Surgical Technologist Program

All applicants seeking admission into the Surgical Technologist program are required to have a submitted and approved background check prior to the end of the third week of the first module. The background check is required to ensure acceptance into clinical sites and must be approved prior to the end of the applicant's first module.

Students seeking admission to the Surgical Technologist Associate of Occupational Studies degree must achieve a score of at least 21 on the Wonderlic SLE exam. Students must also complete an interview with the Program Director prior to entering the core courses.

Utah Campus Admissions Procedures

To apply for enrollment, the student submits the completed application to the Director of Admissions. The student should also request that a high school transcript or a copy of a high school diploma, or a GED, HiSET, or TASC for an Associate's or Bachelor's degree, be sent to the Director of Admissions. A foreign graduate must provide a translated and evaluated copy of a transcript. Applicants also may call, fax, or write the Admissions Department to request an application.

Upon completion of the application and an interview with an Admissions staff member, the Director of Admissions will review the applicant's goals. If it is determined that the applicant's educational and career goals are not aligned with the Institution's mission, the University may deny admission.

Applicants wishing to receive transfer credits for previous education must submit a complete transcript evaluation packet at least 12 days prior to the first class in order for those credits to be applied to the first course. If received after the deadline, approved credits will be applied to the next course applicable.

Utah Campus Delivery Systems

Consortium and Articulation Agreements between Affiliated Schools

The Center for Excellence in Higher Education (CEHE) group of schools, including Independence University, has consortium and articulation agreements in place that allow a student enrolled at one campus ("home campus") to concurrently take courses from any of the CEHE group of schools. All courses, grades, and attendance are recorded at the student's home campus. Students must take at least 50% of their courses in a program at their home campus.

Online Distance Education Delivery

All applicants are required to complete an online readiness assessment (SmarterMeasure) with a passing score of 70% or higher for the technical competency and the individual attributes portions of the assessment. All portions of the assessment must be completed prior to acceptance.

If an applicant scores below 70%, they may take a three-week remedial SOAR course. If the applicant successfully completes (80% or above) the SOAR course, they may be admitted into a program (provided they meet all other start and admissions requirements).

The applicant must also fall into a learning style category that demonstrates their ability to be successful in online learning. If an applicant's assessment determines that they are primarily a physical learner OR a physical/social learner, they may not move forward enrolling in school without remedial coursework.

An applicant assessed as primarily a physical learner or physical/social learner may take a three-week remedial SOAR course. If the applicant successfully completes (80% or above) the SOAR course, they may be accepted into a program (provided they meet all other start and admissions requirements).

Students are also required to participate in an orientation session to ensure proper understanding of the distance-learning methods. During the orientation session, the student will receive all passwords, complete course registration, and student questions will be reviewed. The orientation includes exposing students to the online communication system. The components of this system include threaded discussion groups, chat, submitting assignments, assessment processes, electronic libraries, online help desk, and emails.

Students, including both online and hybrid, need access to a computer and internet service. Students enrolling for the first time at the Institution are provided with a laptop computer that is loaded with Microsoft Office to use during their program enrollment. Students are also provided with any software required in their program as needed.

Hybrid Education Delivery

The hybrid educational delivery process integrates the benefits of the traditional face-to-face (FTF) teaching methodology with the flexibility and convenience of the online delivery method. Students enrolled in hybrid courses attend regularly scheduled FTF sessions with the instructor assigned to teach the course and the other students enrolled in the course. The activities conducted during the FTF sessions include but are not limited to lecture, hands-on laboratory assignments, classroom discussion, and other group activities. During the online portion of the course, students engage in synchronous and/or asynchronous interaction with fellow students and the instructor, and gain exposure to downloadable multi-media presentations, online research, and more.

The basic standards that apply to fully online students also apply to hybrid students while they are working online. Some specific expectations are listed below.

Hybrid Course Standards

- Each "hybrid" class will require contact hours as dictated by the credits awarded for the course. Contact hours are a combination of face-to-face (FTF) and online participation/attendance.
- 5-credit courses require 50 hours of contact.
- 4.5 credit courses require 46 hours of contact.
- 3, 3.5, and 4 credit courses require 40 hours of contact.
- Amount of time allocated for FTF and online is determined by the requirements of the course (i.e., contact hours required to meet course description and learning objectives).

Utah Campus Directed Study

In the event that a course is not available at the time a student needs a particular course to stay on track for graduation or if circumstances occur that the student must be temporarily but unavoidably absent due to such things as accident, illness, maternity or disability, directed study may be offered. Directed study is only offered with approval of the dean and requires a signed Directed study contract between the student and the school, which must be signed no later than the Thursday prior to the start of class. Directed study is not available during a student's first term of any program and must not exceed 10% of all coursework completed for a program.

Utah Campus Certifications and Licenses

The University's educational programs lead to knowledge and skills for a stated major. Certifications and licenses are generally issued by a public or private entity that may change their requirements for certification or licensure at any time. Therefore, the University cannot guarantee that its educational programs will necessarily be sufficient to obtain any certification or license issue by a public or private agency. Students should check with the state(s) where they are interested in working to determine certification and licensure requirements for that state. We encourage students to pursue certification and licensure and will reimburse students or graduates up to $500 for the cost of certifications and licenses. The Institution makes no representation that a student will be able to pass certification or licensing examinations or as to a specific outcome resulting from a student's successfully obtaining or passing a certification or license examination. Certification is available for the Medical Assisting programs through the National Certification and Competency Testing organization and the National Healthcareer Association. Certification for Computer programs are available through Prometric in Microsoft, Novell, Cisco, A+, Network +, Server +, Linux +, and Mouse, Security+. Business program students may pursue Microsoft Office Specialist certifications. An available certification for Bachelor's level business and accounting programs is QuickBooks. An available certification for Surgical Technologists is Certified Surgical Technologist.

Utah Campus Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the Institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the Institution, the state, accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

If a student has prior misdemeanor or felony convictions, they may be subject to denial of externships, employment opportunities, and/or professional licensure. The student is advised that, in order to comply with clinical or employment requirements, they may be required by some hospitals or businesses may require a criminal background check and/or drug screening.

UTAH FINANCIAL INFORMATION

Utah Campus Tuition and Fees

No out-of-state tuition requirements apply.

Associate's Programs	Total Tuition Charges (Based on # of quarter credits)
Medical Assisting	$42,940

Associate's Programs	Total Tuition Charges (Based on # of quarter credits)
Surgical Technologist	$42,390
Bachelor's Programs	
Business Administration	$74,700
Cybersecurity and Networking	$74,727
Software and Mobile Applications Development	$74,520

Utah Campus Military Funding

Applicants who plan to use Veteran Affairs (VA) benefits to pay for all or a portion of tuition may provide a certificate of eligibility on or before the first day of the program. Depending on the benefits available, an applicant may also need to make arrangements to pay the amount that is the difference between the amount of the tuition and the amount of the VA education benefit disbursement.

We have reviewed and are in compliance with 38 USC 3679(e) that went into effect on August 1, 2019. For more information on this, applicants should contact the VA department for their campus.

For active duty military personnel and their spouses, National Guard personnel and their spouses, military reservists and their spouses, and Department of Defense/Veteran Administration employees and their spouses and adult children, the regular tuition will be discounted across the board to a level that will be equivalent to $250 per credit hour for all Associate's, Bachelor's, and Master's programs. Those receiving this discount shall not be eligible to receive any scholarships offered by the University.

Books are loaned at no charge for all programs. The cost of uniforms and laboratory supplies for the health sciences programs are included in tuition.

In the event a check is returned for any reason, a $35 charge will be made to the student's account. Refund calculations are complex. For further information

and examples, read the catalog, and visit our Financial Aid office.

Surgical Technologist AOS Program Tuition

The tuition for the Surgical Technologist AOS program includes AST student membership fees and the cost of two uniforms. Books are loaned at no charge. A physical examination performed by a licensed physician, a series of three Hepatitis B vaccinations, and the cost of any courses taken to prepare to pass the Surgical Technology examination are the responsibility of the student.

Utah Campus Financial Aid

Funding Tuition

As of April 23, 2021, the U.S. Department of Education has placed Stevens-Henager College and Independence University on Heightened Cash Monitoring 2 ("HCM2"). Under the HCM2 method of payment, Stevens-Henager College/Independence University may continue to obligate funds under the federal student financial assistance programs authorized by Title IV. The institutions will continue to disburse institutional funds to eligible students.

The Institution offers individual financial planning sessions for each student and family. The Institution participates in the Title IV Federal Financial Aid Program that includes Federal Pell Grants, Federal Parent Loans for Undergraduate Study, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Lending program. All students must have an appointment with the Finance Department prior to starting school to arrange payment of tuition. Prospective students may request a Student Financial Aid Guide, a Financial Aid Consumer Information packet, and other pertinent information and forms from the Finance Department. Private loans, scholarships, and electronic tuition payments are available to students to cover the cost of tuition as listed below. The Institution will work with any bank that the student wishes to use

for student alternative private loans, in addition to those banks and programs listed below. Please see the local campus Financial Aid office for information about specific lenders.

Students who are selected for verification of documentation for funding purposes regarding proof of high school graduation or equivalent (POG) may submit an unofficial proof of high school graduation with a signed Transcript Request Form if they cannot provide a copy of their high school diploma or GED. Once the student is able to access official POG, they must provide it to the Institution immediately. If the student does not provide this documentation in a timely manner, they will be dropped from school and all Title IV funds will be returned.

Educational Plan: This convenient budget plan uses a payment plan to help a student meet educational expenses.

Monthly payments made to a student's account while in school will reduce the principal balance and future interest charges. Interest will begin to accrue 45 days after graduation; if a student withdraws, interest will start accruing 45 days after the withdrawal.

A five percent discount is applied when a student pays in full for at least one academic year or more. This discount does not apply to monthly or partial payments and does not apply to employer reimbursements.

- A $10 late fee will be assessed on accounts overdue more than 15 days.

- A $35 fee will be assessed for each returned check.

Note: Any holder of a consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/1976).

Utah Campus Grants

General Policies for Grants

Grants may be awarded to new students only.

A student may not receive multiple grants, or a grant and a scholarship, simultaneously from the Institution; a student may receive only a single grant or a single scholarship from the Institution at any given time. A student may have other external scholarships or grants in addition to the one awarded by our institution.

Grants are non-transferable, apply to tuition only, and will not result in a cash payment to students. All grants are waivers of tuition. The number of qualified applicants determines the total amount awarded by the campus in any academic year.

Grants

Family Grants: Family Grants will be awarded for 10% of the tuition remaining after transfer of credits if an applicant enrolls in a program offered by the Institution. The following criteria apply:

1. The Family Grant applies only to applicants who are immediate family members (father, mother, son, daughter, brother, sister, stepchild, or spouse) of either a graduate or a currently enrolled student past the false start period.

   In this case, a Family Grant is awarded to the current student and a separate Family Grant is awarded to the immediate family member.

   Any *new student* who has an immediate family member simultaneously start school and **is not false started**.

   In this case, a Family Grant is awarded to the new start and a separate Family Grant is awarded to the immediate family member.

2. Family Grants are applied to the student's tuition in the first module of every term.

3. Every enrolling family member is granted the Family Grant in an amount representing 10% of tuition.

4. The grant may not be combined with other institution scholarships or grants.

5. The grant applies to tuition only and does not result in a cash payment to the student or the student's immediate family member. This grant

is not transferable to non-family members and is a waiver of tuition. If a recipient of the Family Grant withdraws or is terminated, he or she permanently forfeits the Family Grant award.

Utah Campus Tuition Discounts

Matching Funds

Matching funds are available for students employed by an organization that reimburses its employees for educational costs. A student is eligible for matching funds only after providing written evidence that the student is being reimbursed for educational costs during the time frame in which he/she is an active student at the institution. A student whose status with the institution is active or graduate and who is employed by the organization may receive an amount of up to $5,000 for Associate's degrees, up to $10,000 for Bachelor's degrees, and up to $3,000 for Master's degrees. The matching funds allowance will not exceed the tuition reimbursement award of the employer and the maximum limit established by the institution. The matching funds will be posted to the student's account when the funds are received by the school and applied to the student's account up to the maximum limit. In the event that students transfer credits to the institution, the matching funds allowance will be reduced proportionally.

Utah Campus Refund Policy

All institutional refunds to students will be processed within 30 days of the Date of Determination of withdrawal. The Date of Determination is the earlier of:

a. The date the institution receives notice from the student that he/she is withdrawing;

b. The date the student's enrollment is terminated by the institution;

c. For a student who withdraws without notifying the institution, 14 calendar days following the

student's last documented date of attendance/participation.

Institutional charges upon withdrawal or termination during the first term of the first academic year:

1. If you terminate after midnight of the fifth day of classes, but before completing more than 10% of the term, you are responsible for 10% of the tuition and the cost of any books not returned and uniforms issued.

2. If you terminate after completing more than 10% of the term but less than or equal to 25% of the term, you are responsible for 25% of the term's tuition and the cost of any books not returned and uniforms issued.

3. If you terminate after completing more than 25% of the term but less than or equal to 50% of the term, you are responsible for 50% of the tuition and the cost of any books not returned and uniforms issued.

4. If you terminate enrollment after completing more than 50% of the term but less than or equal to 75% of the term, you are responsible for 75% of the tuition and the cost of any books not returned and uniforms issued.

5. If you terminate enrollment after completing more than 75% of the term, you are responsible for all tuition, plus the cost of any books not returned and uniforms issued.

The following institutional charges apply upon withdrawal or termination during any subsequent term.

1. If you terminate during the first 25% of the term, you are responsible for 25% of the tuition and the cost of any books or computers not returned and uniforms issued.

2. If you terminate after completing more than 25% of the term but less than 50%, you are responsible for 50% of the tuition and the cost of any books or computers not returned, and of uniforms issued.

3. If you terminate after completing more than 50% of the term but less than 75%, you are responsible for 75% of the tuition and the cost of any books or computers not returned, and of uniforms issued.

4. If you terminate after completing more than 75% of the term, you are responsible for all tuition plus the cost of any books or computers not returned and of uniforms issued.

Any credit granted for prior education or training shall not impact this refund policy. Refund calculations are complex. For further information and examples, visit the institution's Financial Aid Office.

Military Tuition Assistance Refund Policy

For any student withdrawing from the institution who is receiving Tuition Assistance (TA) from the Department of Defense, the institution will return any unearned TA funds on a proportional basis through the 60 percent portion of the academic term of the program for which the funds were provided. TA funds will be earned proportionally during an academic term with unearned funds being returned based upon when a student stops attending.

If a refund is owed, the institution shall pay the refund to the person or entity that paid the tuition within 30 calendar days after the date of determination of withdrawal.

The institution will calculate the student's TA eligibility based on the last date of attendance using the following formula:

Proportion of the Academic Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Withdraw prior to the program start	100% return of funds
Withdraw after completing 1 to 10% of the academic term	90% return of funds
Withdraw after completing 11 to 20% of the academic term	80% return of funds

Proportion of the Academic Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Withdraw after completing 21 to 30% of the academic term	70% return of funds
Withdraw after completing 31 to 40% of the academic term	60% return of funds
Withdraw after completing 41 to 50% of the academic term	50% return of funds
Withdraw after completing 51 to 59% of the academic term	40% return of funds
Withdraw after completing at least 60% of the academic term	No return of funds

Return of Title IV Funds

If a student receives Title IV student financial assistance (Federal Pell Grants, Federal Supplemental Grants, Federal Family Education Loans), special rules apply when a student withdraws or is terminated. These rules are independent of the institution's refund policy. Thus, there may be cases in which the institution is required by the government to return Title IV funds even though such funds are needed to pay the student's institutional charges. In all cases, the student remains responsible for paying institutional charges as determined by the refund policy.

Earning and Returning Title IV Funds

Special rules apply for withdrawals and terminations when the student is a recipient of certain Title IV Federal Student Aid recipients. (Title IV aid includes Federal Pell Grants, Federal Supplemental Opportunity Grants, Direct Loans, and Federal PLUS Loans.)

Undergraduate programs use modules-within-terms for Financial Aid. Each term consists of four modules that are each four weeks in length. The academic year is considered to be two terms that are each 16 weeks in length. Each term is considered the payment period for Title IV funding.

For any student who withdraws during a payment period that begins after June 30, 2011 without completing all the days in the payment period, a Return to Title IV (R2T4) calculation must be performed according to Title IV regulations. If the student then re-enters prior to the end of that same payment period, the student is eligible to receive any funds for which the student was eligible prior to the withdrawal if the enrollment status supports those amounts, including any returned funds.

If a student officially withdraws or is terminated by the institution, the last date of attendance will be used to calculate both refunds and the return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request, the student will be withdrawn after 14 days of non-attendance/non-participation, and the last date of attendance will be used in all withdrawal calculations as the last date of the student's obligation.

The Return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period. The percentage of Title IV that has been earned is equal to the percentage of the payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance/participation). If the withdrawal date is after the completion of more than 60% of the period of enrollment, the student has earned 100% of the Title IV funds. If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days of the Date of Determination to the appropriate program. No additional disbursements will follow.

Refund Examples

Example: Assume that a first time enrollment student enrolled in a program and was charged $150 in fees. The student's start date for the payment period was 1/28/13 with an end date of 5/16/13. The Institution determined that the student attended into module 2, LDA 2/28/13. The student's loans and grants were fully disbursed for the payment period. The Institution terminated the student after 14 days of non-attendance, PELL was recalculated and unearned funds were returned.

Institutional Calculation

Loan Funds Disbursed	$4,703.00
Amount Earned by the Student (29.4%)	$893.00
PELL Funds Received for Full Time	$2,775.00
Amount Earned by the Student (8 credits attempted: Below 1/2 time)	$694.00
Total Unearned (Returned)	$2,081.00
Student Tuition Charged	$8,279.00
Less: 50% Tuition Refund	$4,139.50
Plus Administrative Fees	$150.00
Total Tuition and Fees Earned by University	$4,289.50
Funds Retained by University	$1,587.00
Balance Due University by Student	**$2,702.50**

Refund calculations are complex. For further information and examples, contact our financial aid office.

Utah Campus Degree Programs

Not all programs and areas of emphasis are approved at each campus; see the program descriptions in this catalog for more information.

The institution reserves the right to vary the order in which courses are offered within each program, to update and make changes to the subject matter, schedules, and course material, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Utah Campus Course Codes

Course Codes

ACC	Accounting
APP	Computer Applications
BIO	Biology

BIS	Business Information Security
CAP	Capstone
CHE	Chemistry
CMN	Communication
CSS	College Success Strategies
ECN	Economics
ENG	English
EXT	Externship
FIN	Finance
HCA	Healthcare Administration
HEA	Health
HIS	History
HRM	Human Resources Management
ISS	Information Systems Security
LBT	Laboratory
MAN	Management
MAT	Mathematics
MCS	Microcomputer Systems
MED	Medical
MKT	Marketing
NET	Networking
OPS	Operating Systems
PHI	Philosophy
PHR	Pharmacy
PRG	Programming
PSY	Psychology
RAM	Research
SOC	Sociology
STA	Statistics
SUR	Surgical Technologist

Utah Campus Definition of Credit

Academic credit is measured in quarter credit hours. Credits are based on the amount of time students spend

in class, in a laboratory setting, on an externship, or in a combination of the three. Additionally, credits are based on the amount of time students spend on out-of-class activities such as readings, research, writing papers, and/or working on assignments and projects.

Students are enrolled in classes every four weeks. A clock hour is equal to 50 minutes of instruction. One-quarter credit hour is equivalent to a minimum of 10 clock hours in class, 20 clock hours in a laboratory, or 30 clock hours devoted to an externship, or a combination of the three. Students are expected to spend two hours working on out-of-class activities for every one hour in the classroom. For example, if a student is scheduled for 10 hours of classroom instruction in a week, he or she would be expected to spend 20 hours working on out-of-class activities. Therefore, it is very important that students budget their time to allow for completion of supplementary learning activities to ensure success in their studies.

Utah Campus Course Numbering System

For undergraduate programs, courses numbered 100 to 299 are considered basic to the learning process of the student. Courses numbered 300 to 499 are generally considered upper-level work. Master's program courses are numbered 500 to 699.

Utah Campus General Education Courses

General education courses are:

CHE 110	Introduction to Chemistry
CMN 201	Communication and Public Speaking
CMN 205	Communication and Public Speaking
CMN 315	Advanced Interpersonal Communication
CSS 295	Professional Development

ECN 225	Microeconomics
ENG 101	English Composition
ENG 105	English Writing Fundamentals
HIS 225	American History
MAT 225	College Algebra
PHI 210	Critical Thinking
PHI 315	Critical Thinking
PSY 250	Positive Psychology
PSY 255	Psychology and Emotional Intelligence
RAM 110	Research Application Methods
SOC 240	World Cultures
STA 325	Statistics

Applied general education courses in the Medical Assisting program (please see individual program listing for details):

MAT 120	Healthcare Calculations and Accounting

UTAH CAMPUS SCHOOL OF HEALTHCARE

Associate of Occupational Studies:

Medical Assisting

Surgical Technologist

Medical Assisting

Utah Campus

19 Months

The Medical Assisting AOS degree program is designed to provide the students the knowledge and clinical skills for gaining entry-level employment in a medical facility in both administrative and clinical areas. Specific training is provided in preparing instruments and materials, vital signs, phlebotomy, medication preparation and administration, clinical documentation, and assisting the physician with exams and procedures. Training in computer and administrative skills is also provided as they pertain to electronic health records and medical office procedures. The student will be able to function independently with administrative duties as well as clinical duties and computer functions of the office.

Program Objectives:

Upon completion of this program, students demonstrate the primary duties of medical assistants in the front-office administrative and back-office clinical functions of a medical office, clinic, surgical center or hospital, which include:

- Completing patient history and measuring vital signs
- Assisting with patient examinations or treatments
- Giving patients injections as directed by the physician
- Collecting routine laboratory specimens and performing basic laboratory procedures
- Completing general medical office procedures including medical records and medical reception
- Demonstrating telephone techniques and communication skills

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship in order to graduate.

Students will generally do their externship at a doctor's office, clinic, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the medical assisting program, they are a requirement for graduation.

A majority of the courses offered in this program are delivered through a hybrid model, which means instructors meet with students each week, both face to face and through an online platform.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
EXT 106	Externship I	1.0
EXT 107	Externship II	1.0
EXT 108	Externship III	1.0
LBT 282	Medical Aseptics and Clinical Procedures	5.0
LBT 296	Phlebotomy and Laboratory Procedures	5.0
MED 101	Medical Terminology	5.0
MED 110	Introduction to Healthcare, Documentation, Law, and Ethics	5.0
MED 113	Vital Signs, Emergencies, and Cardiopulmonary Procedures	5.0
MED 117	Medical Office Calculations	5.0
MED 215	Medical Coding	5.0
MED 285	Musculoskeletal, Nervous, and Integumentary Systems	5.0

Course No.	Course Name	Credits
MED 286	Cardiac and Respiratory Systems	5.0
MED 287	Endocrine, Urinary, and Reproductive Systems	5.0
MED 288	Lymphatic, Immune, and Digestive Systems	5.0
MED 298	Medical Assisting Capstone	2.0
PHR 155	Pharmacology and Injections	5.0

General education courses:

Course No.	Course Name	Credits
CMN 205	Communication and Public Speaking	5.0
ENG 105	English Writing Fundamentals	5.0
PSY 255	Psychology and Emotional Intelligence	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**95**

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

The university reserves the right to vary the order in which courses are offered within each program and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Surgical Technologist

Utah Campus

20 Months

This program prepares students to assume entry-level positions as members of a healthcare surgical team. Employment opportunities are available in hospitals and in surgical centers as surgical technologists. The surgical technologist works under the direct supervision of the circulating nurse in the operating room. The surgical technologist assists with surgical procedures and provides the surgeon with instruments, sutures, sponges, and other equipment necessary to accomplish the procedures. All clinical externships are performed in the daytime.

Admissions requirements for this program are listed in the Admissions section of this catalog.

Students enrolled in the Surgical Technologist Associate of Occupational Studies degree program must obtain a grade of C or better in each surgical technologist core course and maintain a GPA of 2.5 or better at all times during enrollment in the program. For general education and non-core courses, the student must obtain a grade of C or better.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

Course No.	Course Name	Credits
CSS 105	Psychology of Motivation	5.0
MED 101	Medical Terminology	5.0
SUR 100	Anatomy and Physiology I	5.0
SUR 110	Microbiology and Surgical Asepsis	5.0
SUR 200	Pharmacology	5.0
SUR 215	Surgical Instrumentation and the Surgical Environment	5.0

Course No.	Course Name	Credits
SUR 220	Patient Care and Minimal Surgical Procedures	5.0
SUR 230	Surgical Procedures I - General and Laparoscopic Procedures	5.0
SUR 240	Surgical Procedures II - Specialties, Sensory Procedures, and Plastics	5.0
SUR 245	Computers, Robotics, and Electronics	5.0
SUR 250	Lab Competency and Professional Development	5.0
SUR 260	Clinical Externship and Practicum I	5.0
SUR 261	Clinical Externship and Practicum II	5.0
SUR 262	Clinical Externship and Practicum III	5.0

General education courses:

Course No.	Course Name	Credits
CMN 205	Communication and Public Speaking	5.0
ENG 105	English Writing Fundamentals	5.0
PSY 255	Psychology and Emotional Intelligence	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**90.0**

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

UTAH CAMPUS SCHOOL OF BUSINESS

Bachelor of Science:

Business Administration

- Emphasis in Human Resources
- Emphasis in Marketing
- Emphasis in Technology

Business Administration

Utah Campus

36 Months

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resources management, and banking and finance, and to provide the graduate with an integrated understanding of business and economic concepts and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as office managers, account managers, small business developers, human resources assistants, or sales managers.

A majority of the courses offered in this program are delivered through a hybrid model, which means instructors meet with students each week, both face to face and through an online platform.

SOC codes: 11-1021, 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

Course No.	Course Name	Credits
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
ACC 114	Payroll Accounting & Human Resources and Policies	5.0
ACC 201	Accounting for Non-Accountants	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
FIN 235	Principles of Business and Personal Finance	5.0

Course No.	Course Name	Credits
HRM 211	Introduction to Human Resources Management	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0
MAN 113	Management Principles & Professional Success	5.0
MAN 115	Marketing & Business Etiquette	5.0
MAN 205	Supervision, Conflict, Negotiations, and Accountability	5.0
MAN 215	Entrepreneurship, Motivation, Leadership, and Teams	5.0
MAN 225	Project Management	5.0
MAN 234	Business Law and Ethics	5.0
MAN 235	Advertising Fundamentals and Strategies	5.0
MAN 301	Business Communication	5.0
MAN 325	Operations Management and Problem Solving	5.0
MAN 336	Retail Marketing Organization and Processes	5.0
MAN 355	Strategic and Operational Management Planning	5.0
MAN 435	Sales and Customer Relationship Management	5.0
MAN 440	Organizational Design, Evolution, and Change Management	5.0
MAN 445	Human Resources Standards, Strategy, and Management	5.0
MAN 455	International Business Management	5.0
MAN 499	Business Capstone	5.0
MKT 235	Technology in Marketing and Branding Strategy	5.0

General education courses:

CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180**

Human Resources emphasis

Students earning an emphasis in Human Resources will be prepared to apply business principles to the strategic function of human resources management. Topics for discussion include sourcing, recruiting, hiring, retention, talent mapping, training and developing employees, benefits and compensation policies, employment law, organizational development, and conflict resolution strategies. Possible areas of employment include entry-level positions such as human resources generalist, specialist positions in benefits, positions in staffing and recruiting, and human capital development and training.

Human Resources education courses:*

HRM 250	Workforce Management, Labor Issues & Dispute Resolution	5.0
HRM 340	Human Resources Training and Development	5.0
HRM 450	Compensation and Benefit Administration	5.0
HRM 460	Employee Recruitment and Retention	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

*The Human Resources courses replace the following courses: MAN 235, MAN 336, MAN 435, MKT 235

Marketing emphasis

Students earning an emphasis in Marketing will be prepared to apply the emerging technologies of social media to meet business goals. Topics of discussion will include emerging technologies, utilizing technologies for communication with internal and external stakeholders, leveraging the technology for sales and marketing purposes, and driving organizational and cultural change. Possible employment areas are expanded to include entry-level positions in retail product and services marketing, office management, advertising, or office administration.

Marketing education courses:*

MKT 260	Marketing Channels	5.0
MKT 340	Brand Marketing Strategy	5.0
MKT 350	Consumer Behavior	5.0
MKT 360	Content Marketing	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

*The Marketing courses replace the following courses: MAN 215, MAN 355, MAN 445, and MAN 455

Technology emphasis

Students earning an emphasis in technology will be prepared to apply technology skills to achieve business goals. Emphasis is placed on preparing students to become certified in computer applications, networking, maintenance, and security. Possible employment areas include business manager, office manager, IT manager and service technician manager.

Technology education courses:*

BIS 250	Database Management	5.0
BIS 335	Computer Networks & Security	5.0
BIS 360	Data Communications and Management	5.0
BIS 400	Advanced Management of Information Systems	5.0

Technology education courses:*

TOTAL MINIMUM NUMBER OF CREDITS:	180.0

*The Technology courses replace the following courses: MAN 235, MAN 336, MAN 435, and MAN 455

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains general education courses in mathematics, writing, and speech.

The university reserves the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

UTAH CAMPUS SCHOOL OF TECHNOLOGY

Bachelor of Science:

Cybersecurity and Networking

Software and Mobile Applications Development
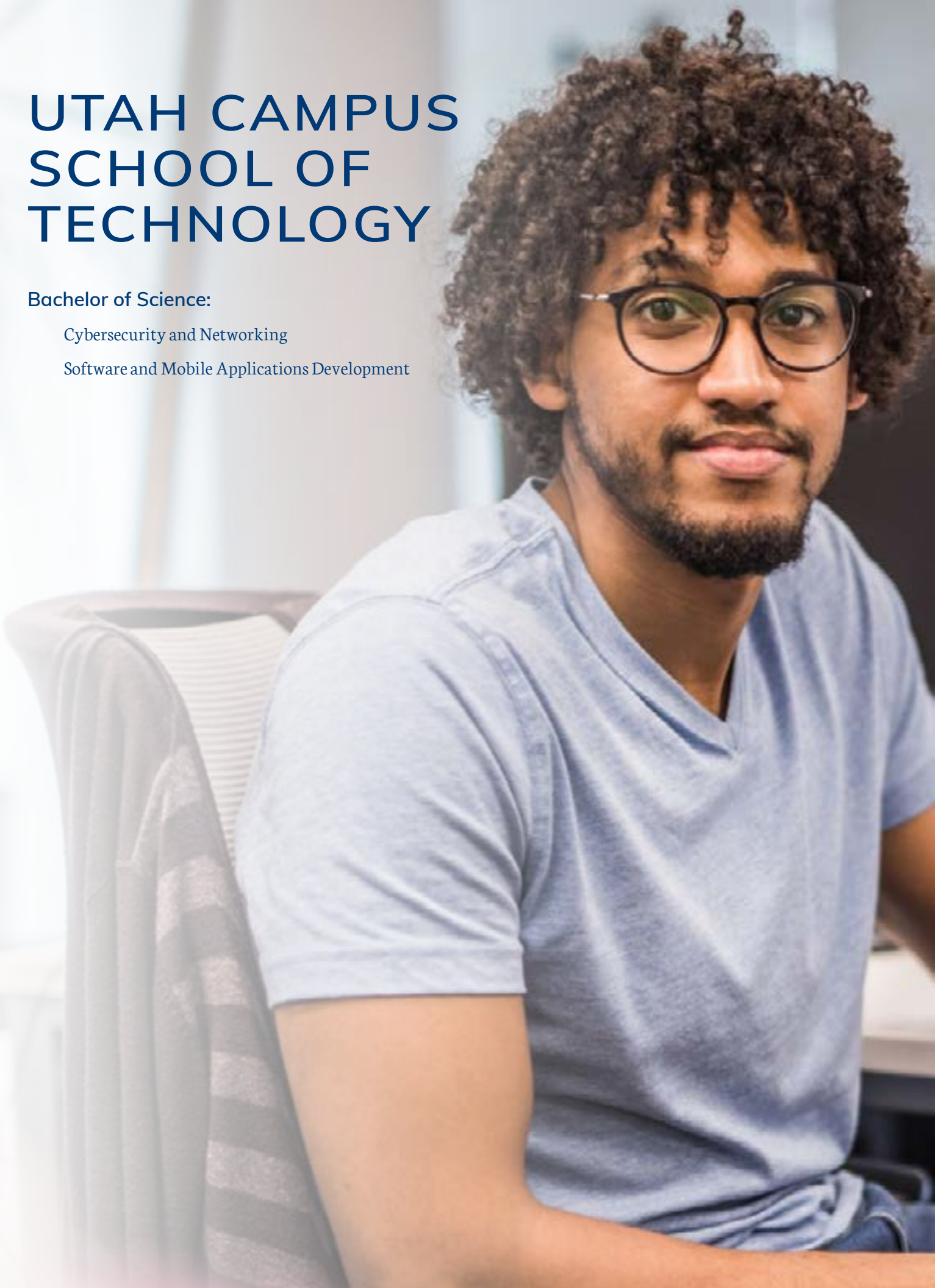
Cybersecurity and Networking

Utah Campus

36 Months

The Bachelor of Science in Cybersecurity and Networking is designed to graduate a computer science professional whose diverse practical and theoretical knowledge will guide the future of networking and information systems security in business and industry. Objectives of the program are to ensure competencies at complex levels of computer information systems operations, administration, and management, including networking, database management, client interface, information security, and information protection. Cybersecurity and Networking graduates are employed in entry-level to mid-level positions as network administrators, project managers, systems analysts, security experts, and entrepreneurs.

A majority of the courses offered in this program are delivered through a hybrid model, which means instructors meet with students each week, both face to face and through an online platform.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CAP 495	Capstone	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
ISS 225	Computer Law	5.0
ISS 315	Information Security Management	5.0
ISS 325	Ethical Hacking	5.0
ISS 335	Threat and Defense Mechanisms	5.0
ISS 425	Cryptographic and Cipher Technologies	5.0
ISS 435	Computer Forensics	5.0

Course No.	Course Name	Credits
MCS 100	Introduction to Hardware and Firmware	5.0
MCS 105	Introduction to Operating System Installation and Configuration	5.0
MCS 200	Introduction to Server Administration	5.0
MCS 300	Advanced Server Administration	5.0
NET 100	Introduction to Networking Concepts	5.0
NET 105	Intermediate Networking Concepts	5.0
NET 220	Introduction to Security Concepts	5.0
NET 225	Intermediate Security Concepts	5.0
NET 300	Network Communications: Architecture, Structure, and Functions	5.0
NET 305	Network Communications: Small Networks	5.0
NET 320	Cloud and Mobile Computing Concepts	5.0
NET 400	Network Communications: Large Networks	5.0
NET 405	Network Communications: WAN Technologies	2.5
NET 410	Network Communications: Network Services	3.0
NET 420	Information Storage	5.0
OPS 105	Introduction to Operating Systems	5.0
OPS 110	Linux Operating Systems I	5.0
PRG 105	Technical Project Management	5.0

General education courses:

CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0

RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.5**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains general education courses in mathematics, writing, and speech.

Software and Mobile Applications Development

Utah Campus

36 Months

The Bachelor's degree program in Software and Mobile Applications Development prepares graduates to gain the skills necessary to succeed in the field of developing desktop, web, and mobile applications, using several programming languages, and using the systems development life cycle. Students learn to develop, create, and modify general computer applications software or specialized utility programs, analyze user needs and develop software solutions, and design software or customize software for client use with the aim of optimizing operational efficiency and user experience. Graduates will also be able to analyze and design databases, working individually or coordinating database development as part of a team, and supervise computer programmers. Possible employment areas include entry-level to mid-level positions as software engineers, software developers, web developers, mobile applications developers, computer programmers, project managers, database administrators, data analysts, or entrepreneurs.

A majority of the courses offered in this program are delivered through a hybrid model, which means instructors meet with students each week, both face to face and through an online platform.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CAP 495	Capstone	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
ISS 225	Computer Law	5.0
OPS 105	Introduction to Operating Systems	5.0

Course No.	Course Name	Credits
PRG 105	Technical Project Management	5.0
PRG 110	Programming Logic and Design	5.0
PRG 115	Web Development Foundations	5.0
PRG 150	Introduction to SQL	5.0
PRG 210	Introduction to C++	5.0
PRG 215	Introduction to C#	5.0
PRG 245	Database Programming	5.0
PRG 255	HTML and Java Script Essential Training	5.0
PRG 300	Software Testing	5.0
PRG 306	Web and Software Security	5.0
PRG 311	Advanced ASP.NET Concepts	5.0
PRG 315	Systems Analysis and Design	5.0
PRG 316	User Interaction Design	5.0
PRG 320	Cloud Scripting	5.0
PRG 325	Mobile Applications Development I	5.0
PRG 332	Mobile Applications Development II	5.0
PRG 345	Database Programming: PHP with MySQL	5.0
PRG 355	Web Project Workflows	5.0
PRG 411	Ruby on Rails	5.0
PRG 450	Object Oriented Programming I	5.0
PRG 455	Object Oriented Programming II	5.0

General education courses:

Course No.	Course Name	Credits
CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0

General education courses:

ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains general education courses in mathematics, writing, and speech.

Utah Campus COURSE DESCRIPTIONS

Accounting

ACC 113   5 Credits
Introduction to Accounting & Workplace Relationships

This course will introduce the concepts of debit and credit and the principles of double-entry accounting. Students will analyze common business transactions, properly record them, and utilize this data to create basic financial statements. Students will explore the concepts of empowerment and accountability in the workplace and are introduced to various careers in the field.

ACC 114   5 Credits
Payroll Accounting & Human Resources and Policies

This course presents practical applications of payroll procedures and human resources policies. Topics include the methods of computing wages and salaries, computing withholdings, keeping records, and the preparation of various federal and state government reports. Students are introduced to the basic functions of the human resources department.

ACC 201   5 Credits
Accounting for Non-Accountants

This course presents a background in accounting principles and practices necessary to operate a business. The double-entry accounting system will be introduced, and common transactions discussed. Students will prepare and analyze financial statements in decision-making and performance evaluation.

Business Information Security

BIS 250   5 Credits
Database Management

This course introduces students to database design and creation. Emphasis is on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. The course presents the fundamental concepts and techniques in database use and development as well as provides a foundation for research in databases.

BIS 335   5 Credits
Computer Networks and Security

This course presents an introduction to the design and analysis of computer communication networks. Topics include application layer protocols, internet protocols, network interfaces, local and wide areas networks, wireless networks, bridging and routing, and current topics. In this course, students will learn about network attacks and vulnerabilities as well as current defenses. Topics include cryptography, confidentiality and authentication protocols, botnets, firewalls, intrusion detection systems, and communication privacy and anonymity.

BIS 360   5 credits
Data Communications and Management

In this course, students gain a practical understanding of relevant terminology, concepts, and other information necessary to manage data communications. By the end of the course, students should be able to make intelligent decisions about the appropriate design, purchase, integration, and use of data communication equipment and systems.

BIS 400   5 credits
Advanced Management of Information Systems

This course helps students see the connection between information systems and business performance. The goal of the course is to enable students to assess the opportunities and problems that managers use to add value to their organizations. It also aims to help students understand transformational changes within and across industries.

Capstone

CAP 495   5 Credits
Capstone

Students will prepare a formal project proposal and prepare the build foundation and framework in one of the following areas: database programming, web page programming, networking, information security, ethical hacking, or technology-based solutions. Once the proposal is approved, the student will submit an original paper of research and analysis utilizing appropriate APA format. Students will also deliver project build files to support the completion of the project. (Students may select an experiential learning opportunity with Dean approval of both a location and project.)

Chemistry

CHE 110   4 Credits
Introduction to Chemistry

Introduces the fundamentals of chemistry to students in the health sciences. Covers chemical measurements and calculations, atomic structure, chemical bonding, chemical reactions, states of matter, solutions, chemical equilibrium, acid-base systems, and introduces organic chemistry.

Communication

CMN 201   4 Credits
Communication and Public Speaking

This course focuses on the principles of effective public speaking and presentation. Emphasis is placed on development, preparation, delivery, presentation aids, and persuasive speaking.

CMN 205 — 5 Credits
Communication and Public Speaking

This course focuses on the principles of effective public speaking and presentation. Focus is on the preparation, presentation, and critique of various forms of oral communication. Emphasis is placed on development, delivery, presentation aids, and persuasive speaking.

CMN 315 — 5 Credits
Advanced Interpersonal Communication

This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

Computer Applications

APP 110 — 5 Credits
Business Computer Fundamentals

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques. Emphasis is on utilization of basic application skills to complete general business tasks.

APP 111 — 5 Credits
Practical Business Spreadsheets

This course introduces students to the use of Excel as a business tool. The course will cover the use of Excel to sort and analyze basic research data. Students will be able to develop tables, graphs and charts, complete data analysis, and understand the importance and use of Excel in their career. Emphasis on use of Excel to meet general business needs.

College Success Strategies

CSS 101 — 4 Credits
Psychology of Motivation

This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submit application documents.

CSS 105 — 5 Credits
Psychology of Motivation

This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more informed and better prepared to progress in their programs and in their efforts to advance their desired career goals (i.e., students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submitting application documents such as documents created using standard writing guideline formats).

CSS 295 — 5 Credits
Professional Development

In this course, students apply the techniques and strategies learned within the Psychology of Motivation for more in-depth exploration of relevant employment resources, for the development of documents to submit in job application processes, including resumes, cover letters, reference letters, follow-up correspondence, and other written communications. Through the course, students will enhance individual verbal communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches and be more informed about the strategies and processes that can more effectively support such efforts.

Economics

ECN 225 — 5 Credits
Microeconomics

This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, the functions of markets in capitalism, and government interference in free markets. Emphasis is placed on students acquiring the critical thinking skills of economics.

English

ENG 101 — 4 Credits
English Composition

This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proofreading, editing, revision, and clear thinking is incorporated throughout the course.

ENG 105 — 5 Credits
English Writing Fundamentals

This course focuses on the principles of effective English composition with a comprehensive

review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proofreading, editing, revision, and clear thinking is incorporated throughout the course.

Externship

EXT 106   1 Credit
Externship I

This is the first of three externship courses. In this course, the student will complete 34 hours of externship at an approved location and is supervised by the on-site professional(s) assigned to the student by the Externship Team at the University. During the externship, the student gains proficiency to an employer-acceptable level as a medical assistant. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of LBT 296 or with the consent of the Dean.)

EXT 107   1 Credit
Externship II

This is the second of three externship courses. In this course, the student will complete 33 hours of externship at an approved location and is supervised by the on-site professional(s) assigned to the student by the Externship Team at the University. During the externship, the student gains proficiency to an employer-acceptable level as a medical assistant. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of LBT 296 or with the consent of the Dean.)

EXT 108   1 Credit
Externship III

This is the third of three externship courses. In this course, the student will complete 33 hours of externship at an approved location and is supervised by the on-site professional(s) assigned to the student by the Externship Team at the University. During the externship, the student gains proficiency to an employer-acceptable level as a medical assistant. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of LBT 296 or with the consent of the Dean.)

Finance

FIN 235   5 Credits
Principles of Business and Personal Finance

This course introduces students to the concepts of personal financial management. This course will cover personal financial management, money management, debt and income, use of credit, credit reporting, saving and investing, and basic identity theft prevention.

History

HIS 225   5 Credits
American History

This course covers American history from colonization to the present. Emphasis is on the relevance of cultural, economic, political, and social developments in the United States.

Human Resources Management

HRM 211   5 Credits
Introduction to Human Resources Management

This course introduces the human resources management functions in organizations. Emphasis is placed on staffing; training and development; employee relations; workplace health, safety and security; compensation and benefits; and job analysis.

HRM 250   5 Credits
Workforce Management, Labor Issues & Dispute Resolution

In this course, students are presented with institutional processes that maximize performance levels and competency for an organization. The course covers the activities needed to maintain a productive workforce, such as field service management, human resources management, performance and training management, data collection, recruiting, budgeting, forecasting, scheduling, and analytics. Students learn the principles of conflict resolution, and the techniques for productive conflict management.

HRM 340   5 Credits
Human Resources Training and Development

This course provides students with an overview of the role of training and development in human resources management. The key elements covered include needs analysis, program design, development, administration, delivery, and program evaluation. Other topics include adult learning theory, transfer of training, career planning, counseling, training techniques, and trends in training.

HRM 450   5 Credits
Compensation and Benefit Administration

This course identifies a framework for implementing compensation and benefits systems to attract and retain a high-performance workforce. The course focuses on the role of human resources in managing competitive rewards and pay plans. Specific topics include compensation administration, job evaluation and pay structures, base and incentive pay, increases and bonuses, executive compensation, and employee benefits plans, including required, voluntary, and retirement plans. A review of various compensation influences, such as laws and regulations, is also covered.

HRM 460   5 Credits
Employee Recruitment and Retention

This course examines the fundamentals of successful recruitment, staffing, and retention. The course focuses on job analysis, behavioral interviewing, assessing candidates, background investigations, legislative compliance, equal employment opportunity and Affirmative Action requirements. The course presents economic conditions that impact staffing, short-term and long-term strategy and planning, internal and external recruiting, and career planning.

Information Systems Security

ISS 225   5 Credits
Computer Law

Students will identify and analyze statutory, regulatory, constitutional, and organizational laws that affect the information technology professional. This course will explore the complex legal issues as they relate to technological advancements. Topics will include the introduction to many of the current laws and acts affecting technologies today, including the Computer Fraud and Abuse Act, the Wiretap Act, the Stored Communications Act, the Cybersecurity Act, and various additional new laws that are enacted.

ISS 315   5 Credits
Information Security Management

In this course, students are introduced to the different elements of information security, from the safeguard of information and information systems that use, store, and transmit information to the unauthorized access, disclosure, alteration, and destruction of information. Upon completion of this course, students will be able to: describe and understand current security trends, elements of information security, information security threats, hacking concepts, and penetration testing processes.

ISS 325   5 Credits
Ethical Hacking

Students are introduced to hacking methodologies and stages, such as footprinting, scanning, and enumeration. This course will focus on the tools and techniques used by the attacker to achieve their goal of gaining and maintaining access to a system. Students will learn about the different techniques used to access a system, privilege escalation, creating and maintaining remote access to a system, different types of rootkits, and how hackers hide the evidence of a system compromise. Students will also learn how to perform and document system hacking penetration testing.

ISS 335   5 Credits
Threat and Defense Mechanisms

In this course, students will be provided with comprehensive information on computer and internet session hijacking. Students will be presented with session hijacking concepts at the application and network levels. They will also learn about the tools and countermeasures used to prevent hijacking and threats, as well as penetration testing steps an ethical hacker should follow while performing a systems security assessment.

ISS 425   5 credits
Cryptographic and Cipher Technologies

Students will be introduced to the many cryptographic and cipher technologies used to protect information in a virtual environment. This course will focus on public key cryptography and the RSA algorithm. Students will learn about stream and block cipher algorithms, as well as the advanced encryption standard for symmetric and asymmetric key encryption. Concepts will include specific security requirements, such as authentication, privacy, confidentiality, integrity, and hash functions.

ISS 435   5 Credits
Computer Forensics

Students will learn the principles and techniques of computer forensics. Emphasis will be on the investigative process, conducting forensics on multiple computer hardware and software platforms, and creating an attacker profiling scenario. Students will become familiar with the tools used in conducting computer forensics, discuss how to defeat anti-forensics techniques, and demonstrate how to compile and document investigative reports. Students will learn how to conduct forensics analysis on databases, cloud data, and information and web attacks.

Laboratory

LBT 282   5 Credits
Medical Aseptics and Clinical Procedures

This course introduces clinical, procedural skills, communication and professionalism for medical assistants in ambulatory patient care, including preparing and caring for patients during specialty exams. Students will review the aseptic protocols mandated by OSHA, emphasizing asepsis, sterilization of equipment, care of surgical instruments, taking and recording vital signs, and basic pharmacology and administration of medications, including injections. Students will practice specimen collection and perform CLIA-waived tests. Students will also review the role of medical assistants in minor surgical procedures and patient treatments. Satisfactory performance will be measured with national and community practice standards for medical assisting.

LBT 296   5 Credits
Phlebotomy and Laboratory Procedures

This course is focused on the education and practical administration of procedures and protocols related to phlebotomy and other hematological-related procedures within an appropriately equipped lab. Students are presented the fundamentals of the purposes, techniques, and recording of diagnostic laboratory procedures commonly performed. Emphasizes patient preparation for diagnostic studies, preparation of specimens for laboratory study, and safety measures.

Management

MAN 111   5 Credits
Introduction to Business & Job Search Skills

This course introduces students to essential areas and functions of business. Additional topics include networking and job search strategies.

MAN 113   5 Credits
Management Principles & Professional Success

An introduction to the basic principles of management. Students are introduced to the importance of effective management within organizations. The course will cover professional success fundamentals.

MAN 115   5 Credits
Marketing & Business Etiquette

This course introduces students to the activities necessary to attract, gain, and retain a target audience. The course will cover product, people, place, price, and promotion. Addresses professional appearance, quality work relationships, and personal skills in business etiquette.

MAN 205   5 Credits
Supervision, Conflict, Negotiations, and Accountability

The course focuses on skills and competencies of effective supervision. It is designed to provide the framework and foundation of what it takes to be a first-line supervisor. This course reviews the importance of employee coaching, performance reviews, and organizational change management. This course introduces students to workplace conflict resolution. The course will cover negotiation strategies for managing workplace harassment and violence.

MAN 215   5 Credits
Entrepreneurship, Motivation, Leadership, and Teams

This course is an introduction to business start-ups and competitive advantage in the business market. The student will be able to identify and evaluate new business ideas, identify capital sources for new entrepreneurial ventures, and elements of a business plan. Students will learn about resources for business plan development. The student will be introduced to basic leadership styles and employee motivation.

MAN 225   5 Credits
Project Management

In this course, students examine the aspects of project management. Emphasis will be placed on project management topics such as project management practices, planning, internal and external communication, monitoring, budgeting, scheduling, completion, and project management information systems.

MAN 234   5 Credits
Business Law & Ethics

This course surveys the various legal issues that impact the business environment. The course will help students gain understanding of the American legal system. Students will be introduced to the concept of ethics in the workplace and social responsibility. The course will cover the impact of ethics in personal and professional situations along with ethical decision-making, workplace diversity, and politics.

MAN 235   5 Credits
Advertising Fundamentals and Strategies

This course introduces students to advertising and its function and role within the business world, and its effect on society. The course will cover advancements in, and impacts from, technology and social media. Students learn advertising techniques and how to develop an advertising plan.

MAN 301   5 Credits
Business Communication

This course deepens the student's understanding of business and professional communication. Students will explore strategies for communication as a management tool, including rhetorical choices for diverse audiences. The student will practice developing effective oral and written messages.

MAN 325   5 Credits
Operations Management & Problem-Solving

This course emphasizes the best practices of operations management. Students will analyze the concepts, principles, and risks of operations management, both for manufacturing and service operations. Students will also explore core problem-solving techniques.

MAN 336   5 Credits
Retail Marketing Organization and Processes

This course overviews the general principles regarding the organization of retail stores and effective merchandising. Topics include distribution channels, promotion, pricing, merchandise management, store management, and customer service. Students will also cover non-store retailing.

MAN 355   5 Credits
Strategic and Operational Management Planning

This course addresses the principles of business planning. Topics including both strategic planning and long- and short-term operational planning. Students will explore differences in tactical and strategic planning and how the two complement each other. Students will develop elements of a strategic plan for a business.

MAN 435   5 Credits
Sales and Customer Relationship Management

This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, prospect planning, account management, negotiation, and professional communication.

MAN 440   5 Credits
Organizational Design, Evolution, and Change Management

This course focuses on developing strategies and structures that impact organizational design and change. Students will review the effective elements of an organization, and organizational design in small, mid-size, and large organizations. This course examines the

design, development, culture, and change management of organizations.

MAN 445 — 5 Credits
Human Resources Standards, Strategy, and Management

The course outlines the functions of members in a human resources (HR) department. Students will review how HR impacts strategic management, recruiting, performance management, and ethical standards. Students will also examine various federal laws and regulations that impact an employee's job search, and discuss how organizations hire.

MAN 455 — 5 Credits
International Business Management

This course addresses how legal issues, and financial and political environments can impact the global management. Students will review the challenges in conducting import and export activities, as well as how cultural differences may affect business relationships and strategies.

MAN 499 — 5 Credits
Business Capstone

Students will prepare a formal proposal in one of the following areas: accounting, sales and marketing, operations management, human resources management, or banking and finance. Once the proposal is approved, the student will prepare an original paper of research and analysis utilizing appropriate APA format. The student will then present findings and conclusions to an approved audience. (Students may select an experiential learning opportunity with Dean approval of both a location and project.)

Marketing

MKT 235 — 5 Credits
Technology in Marketing and Branding Strategy

This course will explore a range of digital marketing methods, with an emphasis on increased understanding of capabilities, pros and cons, and digital marketing best practices. The course will explore the history of the internet and how it has changed business, marketing, and communication. Students will learn strategies for positive customer experiences online and digital customer retention.

MKT 260 — 5 Credits
Marketing Channels

This course provides an overview of the general principles regarding sound merchandising. This course provides students with the opportunity to analyze, design, and evaluate various marketing channel structures and decisions. Topics include channels, including wholesale, retail, and internet; developing and managing marketing channels, and electronic and franchise marketing channels. Upon completion, students will be able to identify the most applicable channel(s) for marketing based on the product or service.

MKT 340 — 5 Credits
Brand Marketing Strategy

This course provides a comprehensive examination of the major components of marketing strategy and how they affect a company's profitability and marketplace position. Additionally, this course provides the framework for analyzing customer preferences and enhancing customer relationships while building and managing brand equity with effective market communication by outlining processes in building and sustaining inspired brands. Topics include branding fundamentals, branding strategies, and new branding applications. Upon completion, students will be able to distinguish between brand equity and brand value, identify key factors in managing an established brand, and discuss the key components in extending a brand.

MKT 350 — 5 Credits
Consumer Behavior

This course focuses on internal and external factors that influence consumer decision-making, including how technological and social trends of recent years have affected marketing communications by necessitating new communication strategies, innovative advertising approaches, and novel delivery tools. Topics include motivation, memory, attitude, and culture within the context of buyer behavior, as well as branding, market segmentation and positioning, customer insight, and the execution of marketing communications through appropriate media technologies. Upon completion, students will be able to competently discuss and apply contemporary integrated marketing communication techniques, and assess how different psychological and sociological components affect purchasing decisions.

MKT 360 — 5 Credits
Content Marketing

This course covers the emphasis in marketing placed on creative content development and distribution. Content marketing involves providing information that tells a story using relevant marketing materials in written, video, audio, and other formats that are shared with target audiences through various marketing channels (e.g., social media, blogs, e-mail). Topics include Search Engine Optimization (SEO), strategy, communication, Content Management Systems (CMS), and thought leadership. Upon completion, students will be able to identify and describe various content marketing approaches, create content that tells a compelling story for a new or existing product or service, set up a blog, and post a blog entry using a CMS.

Mathematics

MAT 225 — 5 Credits
College Algebra

This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

Medical

MED 101 — 5 Credits
Medical Terminology

This course introduces students to the terminology used in the medical field by first identifying and defining prefixes, suffixes, and root words from their Greek and/or

Latin origins and identifying acceptable abbreviations. Emphasizes the further understanding and use of standardized terminology. Completion of this course provides students with foundational skills in medical terminology.

MED 110   5 Credits
Introduction to Healthcare Documentation, Law, and Ethics

This course introduces communication and professionalism for medical assistants in an ambulatory patient care setting. Students learn the fundamentals of medical office procedures, including patient reception, privacy and confidentiality, appointment scheduling, financial record keeping, insurance billing, and work schedule coordination. This course provides experience in processing records for outpatient settings using a medical office software program. This course also addresses ethical and legal requirements in a healthcare setting.

MED 113   5 Credits
Vital Signs, Emergencies, and Cardiopulmonary Procedures

This course provides instruction in taking patients' vital signs: blood pressure, pulse rate, respiratory rate, temperature, height, and weight. Through the completion of the program, CPR and First Aid certification instruction/training are obtained. This course also introduces students to electrocardiography diagnostic processes that record the electric activity of the heart. Students are presented with an overview and the purposes of electrocardiography devices and how to safely use such devices. Upon completion of this course, students will have a more informed understanding of cardiopulmonary devices and procedures.

MED 117   5 Credits
Medical Office Calculations

This course provides a review of basic numerical concepts as applied to a medical environment. Students will review fractions, decimals, and percentages in order to understand measurement systems and conversions in the medical field. Students will be introduced to dosage calculations as well as basic measurements and probability related to healthcare. Upon completion of this course, students will have introductory knowledge and proficiency along with understanding and training related to healthcare calculations to be more prepared for entry-level employment as a medical assistant.

MED 215   5 Credits
Medical Coding

This course introduces students to CPT (Current Procedural Terminology), ICD.10 (International Classification of Diseases 10th revisions) and HCPCS (Health Care Procedure Coding System). This course will explore the clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Within this course the student will learn to code through reference books and electronic format in order to complete medical insurance forms and insurance filing. Students will learn to properly fill out insurance forms and understand electronic claim submission. Students also learn about different health insurance programs, government programs, and managed-care programs.

MED 285   5 Credits
Musculoskeletal, Nervous, and Integumentary Systems

This course covers the structural organization and the major organs of the human musculoskeletal, nervous, and integumentary systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic and treatment modalities.

MED 286   5 Credits
Cardiac and Respiratory Systems

This course covers the structural organization and the major organs of the human cardiac and respiratory systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic and treatment modalities.

MED 287   5 Credits
Endocrine, Urinary, and Reproductive Systems

This course covers the structural organization and the major organs of the human endocrine, urinary, and reproductive systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic andtreatment modalities.

MED 288   5 Credits
Lymphatic, Immune, and Digestive Systems

This course covers the structural organization and the major organs of the human lymphatic, immune, and digestive systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic and treatment modalities.

MED 298   2 Credits
Medical Assisting Capstone

This course provides an opportunity for students to demonstrate mastery of the program subject matter. Students are required to explain concepts, processes, and theory presented throughout the program with a professional level of competency. Upon completion, students will be able to demonstrate competency by passing a national medical assisting certification exam. (Prerequisites: Satisfactory completion of all courses, or with the consent of the Dean.)

Microcomputer Systems

MCS 100　　　　5 credits
Introduction to Hardware and Firmware

This course introduces the student to hardware components of a computer system, firmware used in the systems, and mobile devices. Networking cables, connectors and devices are reviewed to properly configure and interconnect computer systems in addition to their peripherals. Safety concepts and procedures are covered, including electrostatic discharge (ESD) and electrical shock hazards. In this course, a student will disassemble a computer then properly identify and be able to correctly troubleshoot all hardware components. The student will then properly assemble the computer and verify proper operation.

MCS 105　　　　5 credits
Introduction to Operating System Installation and Configuration

This course focuses on Windows Operating System installation and proper configuration for use on a network. Students will identify common features and functionality of the Mac and Linux Operating Systems. Students will learn the threats and vulnerabilities to resolve them with common prevention methods. This course focuses on install configure and be able to properly troubleshoot an operating system. Additionally, students will learn appropriate safety procedures, environmental controls of disposal methods, explain privacy, licensing and policy concepts. (Prerequisite: MCS 100 or with the consent of the Dean.)

MCS 200　　　　5 credits
Introduction to Server Administration

In this course, students will learn to install, configure, and administrate servers in a host and compute environments, work with storage solutions, and virtualization Concepts include advanced networking, controlling a work environment or user accounts, PowerShell, and the use of groups of servers that share

workloads to prevent single points of failure. (Prerequisite: NET 100 or with consent of the Dean).

MCS 300　　　　5 credits
Advanced Server Administration

This course provides concepts of the installation, configuration, administration of servers, users and groups, and provisioning services and infrastructure to be successful in an enterprise environment. Advanced concepts include server deployment, the maintenance and upgrading network load balancing (NLB), server clusters, disaster recovery, failover, redundancy, and fault tolerance. (Prerequisite: MCS 200 or with the consent of the Dean.)

Networking

NET 100　　　　5 credits
Introduction to Networking Concepts

This course provides an introduction to the concepts of networking, networking types and topologies, and devices used for common network services. Students learn vocabulary and network terminology, protocols, and the concept of creating a network.

NET 105　　　　5 credits
Intermediate Networking Concepts

This course introduces internet connectivity, including networking concepts, remote access, and wireless standards. Students will learn the concepts of network policies and procedures, troubleshooting, network vulnerabilities and threats, firewalls, and basic security in small networks and learn to monitor and manage network operations. (Prerequisite: NET 100 or with the consent of the Dean.)

NET 220　　　　5 credits
Introduction to Security Concepts

This course introduces foundational concepts in IT Security including access control,

cryptography/encryption, security policies, hardware and perimeter defenses, including firewalls.

NET 225　　　　5 credits
Intermediate Security Concepts

This course delves into more advanced security measures and functions including those surrounding networks, malware, password attacks, O/S and application hardening, servers, backups, data defenses, vulnerability assessments, penetration testing, logging, and audits. (Prerequisite: NET 105, or with the consent of the Dean).

NET 300　　　　5 credits
Network Communications: Architecture, Structure, and Functions

This course covers networking architecture, structure, and functions. The course introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. By the end of the course, students will be able to explain network technologies, how devices access local and remote network resources, describe router hardware, how switching operates in a small- to medium-sized business network, design an IP addressing scheme, configure initial settings on a network device, implement basic network connectivity between devices, and configure monitoring tools for small- to medium-sized business networks. (Prerequisite: NET 105 or with consent of the Dean.)

NET 305　　　　5 credits
Network Communications: Small Networks

This course covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of the course, students will be able to determine how a router will forward traffic, explain how switching operates in a small to medium-sized business network, configure Ethernet switch ports, implement VLANs, implement

static routing, implement DHCP on a router, implement network address translation (NAT), implement access control lists (ACLs) to filter traffic. (Prerequisite: NET 300 or with consent of the Dean.)

NET 320   5 credits
Cloud & Mobile Computing Concepts

This course introduces students to topics in key concepts and background necessary to provide context on the importance of cloud computing and transforming an organization into an agile, flexible, and operationally efficient business. Students will also be introduced to technologies and software suites the delve into cloud administration and operations by deploying virtual machines and application containers, managing role-based access control, services catalogs, and reporting and chargeback systems.

NET 400   5 credits
Network Communications: Large Networks

This course covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches, resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks, implement a WLAN in a small-to-medium network. (Prerequisite: NET 305 or with consent of the Dean.)

NET 405   2.5 credits
Network Communications: WAN Technologies and Network Services

This course discusses the WAN technologies required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. (Prerequisite: NET 400 or with consent of the Dean.)

NET 410   3 credits
Network Communications: Network Services

This course discusses the network services required by converged applications in a complex network. By the end of this course, students will be able to configure and troubleshoot network devices, resolve common issues with data link protocols, resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks, implement virtual private network (VPN) operations in a complex network.

NET 420   5 credits
Information Storage

Students will be introduced to common storage networking architecture used by enterprises for business-critical applications. Students will learn methodologies and tools for security, data protections, and disaster recovery. Students will learn to design network storage to remove single points of failure and become highly available and resilient to failures.

Operating Systems

OPS 105   5 credits
Introduction to Operating Systems

This course covers topics including installing and upgrading Windows as well as configuring hardware, applications, and network connectivity. Upon completion, students will be able to perform configuration and support for computers, devices, users, and associated network and security resources, as well as configure and manage advanced network services in a hands-on environment.

OPS 110   5 credits
Linux Operating Systems

This course covers the concepts of the Linux operating system. Topics include X Window system, clients, networking, shell and scripting. Students will be able to install, configure, and administer the Linux operating system. Emphasis will be placed on the hardware, management, configuration,

security and documentation of the operating system. Upon completion, students will be proficient with all topic areas of a Linux environment. (Prerequisite: OPS 105 or with the consent of the Dean.)

Pharmacy

PHR 155   5 Credits
Pharmacology and Injections

Topics presented in this course include drug classifications, measuring medications and dosage calculations, administering medications, injections, and documentation requirements related to each topic area. Instruction includes occupational math and metric conversions, use of PDRs and related medical books. Common abbreviations used in prescription writing and related legal implications/requirements are also presented. The professional role of the MA in patient education and the rights related to medication administration are additional topics addressed in the course. Upon completion of this course, students with be more informed and knowledgeable about medications, in general, and about the appropriate and legal administration of medications. (Prerequisite: MED 117, or with the consent of the Dean).

Philosophy

PHI 210   4 Credits
Critical Thinking

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

PHI 315   5 Credits
Critical Thinking

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and

apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

Programming

PRG 105   5 credits
Technical Project Management

This course develops a foundation of concepts and solutions that supports the successful completion of a project. Common project management methodologies are introduced including; Agile, Scrum, Lean, Waterfall, PMP, ITIL, Six Sigma and PMI/PMBOK. Emphasis will be placed on project management techniques such as internal and external communication, monitoring, budgeting, scheduling, completion, and project management information systems.

PRG 110   5 credits
Programming Logic and Design

This course introduces elementary programming concepts. Areas of study include an introduction to the history of programming and programming languages, flow charts, logic and data structures, and pseudocode. Structures and constructs are explored and applied as students problem-solving techniques as applied to programming concepts. Students gain knowledge of data types and the use of variables in programming. The base concepts introduced in this course are the essential building blocks that span across multiple courses and various languages.

PRG 115   5 Credits
Web Development Foundations

This course introduces students to web development foundations using HTML, CSS, and JavaScript. Students will learn the basics of web page programming, including building web pages, writing programs with JavaScript, and making web pages interactive. In this course, students will plan, design, and implement a website using current standards and best practices.

PRG 150   5 Credits
Introduction to SQL

Students are introduced to the fundamentals of Structured Query Language (SQL). Students will learn the terminology used in the study of tables, queries, forms, and reports. This course focuses on the techniques of SQL as it applies to data retrieval and manipulation. Students will be presented with front-end and back-end database administration and management techniques.

PRG 210   5 Credits
Introduction to C++

This course teaches the basics of programming in C++ programming language, as well as the fundamental concepts and techniques used in object oriented programming. The course begins with universal basics, without relying on object concepts, then gradually extends to moderate concepts that are encountered using the objective approach. Students become familiar with a software development environment and tools for creating working programs and syntax.

PRG 215   5 Credits
Introduction to C#

This course introduces students to the .NET framework. Students will use a selected programming language to learn and implement common programming concepts. Students also become familiar with a .NET integrated development environment (IDE).

PRG 245   5 Credits
Database Programming

This course expands student knowledge of database concepts utilizing best practices for database systems. Topics include data models; query languages; implementation techniques of database management systems; management of semi-structured and complex data; distributed and noSQL databases. Students will write web applications with full database connectivity features.

PRG 255   5 Credits
HTML and Java Script Essential Training

This course builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to master their creation and management of websites. (Prerequisite: PRG 245 or with the consent of the Dean.)

PRG 300   5 Credits
Software Testing

In this course students explore and examine the advanced concepts of current software testing practices including how to structure a software testing project, methods for testing software and how to report results. Students will participate in a software-testing project and evaluate the methods, testing, and result preparation for internal and external client needs.

PRG 306   5 Credits
Web and Software Security

This course will familiarize students with current web and software vulnerabilities and methods to safeguard against attacks. Students will learn how web and software programs are written in order to minimize vulnerabilities. Students will evaluate security practices for implementation in a variety of environments.

PRG 311   5 Credits
Advanced ASP.NET Concepts

This course advances students' knowledge of dynamic web application programming. Topics expand on server components and Active Data Objects (ADO), client server-side applications, de-bugging, security, scripting, data validation, cookies, and cross-browser compatibility. Students will integrate the ASP.Net framework into designing websites with master pages and themes. (Prerequisite: PRG 215 or with the consent of the Dean.)

PRG 315　　　　5 Credits
Systems Analysis and Design

This course requires students to examine the process of identifying and developing systems to meet the needs of end users. Students will describe the different roles in system analysis and design, including requirement gathering, feature identification, logical design, and physical design.

PRG 316　　　　5 Credits
User Interaction Design

This course introduces students to user interaction concepts and methods. Students will use what they learn to design the user interaction for software, web and mobile applications. Students will also apply software security concepts to databases, web sites, mobile apps, and desktop applications.

PRG 320　　　　5 Credits
Cloud Scripting

This course introduces students to the fundamentals of cloud services, including manipulation through scripting. Students will explore various cloud programming techniques that impact providers within the cloud ecosystem. The course will emphasize the immediate need of dynamic cloud creation using architecture, services, and scripting utilizing project-based exercises. (Prerequisite: PRG 255 or with consent of the Dean.)

PRG 325　　　　5 Credits
Mobile Applications Development I

In this course students explore and examine the advanced concepts of programming mobile applications. Students will learn how to configure the mobile development environment and build basic applications for mobile devices. Students will also discuss security concerns with mobile applications.

PRG 332　　　　5 Credits
Mobile Applications Development II

This course expands students' knowledge of mobile applications development.

Students will demonstrate their ability to build effective user interfaces for mobile applications. At the conclusion of the course, students will design, code, and publish a working mobile application that can be used as part of their career portfolio. (Prerequisite: PRG 325 or with the consent of the Dean.)

PRG 345　　　　5 Credits
Database Programming: PHP with MySQL

Students expand their knowledge of the Structured Query Language (SQL). Students will learn to install and configure MySQL databases, and use PHP to operate them. Students will practice database automation techniques, including triggers, functions, and stored procedures. Students will practice the concepts taught in each Database Programming course and will complete a database that can be used as part of their career portfolio. (Prerequisite: PRG 245 or with the consent of the Dean.)

PRG 355　　　　5 Credits
Web Project Workflows

Students will develop efficient web design procedures using the Web Development Life Cycle (WDLC). Topics will include building website storyboards and frameworks, and the usage of web design and programming languages. Also covered are the automation, management, maintenance and security concepts for the development and production versions of web sites. (Prerequisite: PRG345 or with approval of the Dean)

PRG 411　　　　5 Credits
Ruby on Rails

This course expands on student understanding of web development utilizing the robust Rails framework. Students will learn the intuitive Ruby programming language and focus on developing database-backed web applications using Model View Controller (MVC) pattern methodologies. (Prerequisite: PRG355 or with the consent of the Dean.)

PRG 450　　　　5 Credits
Object Oriented Programming I

This course explores Object-Oriented Programming (OOP) concepts using Java. Students will build programs utilizing Java's object-oriented input and output procedures. Topics will cover selection and repetition control structures, as well as Java methods and classes. Students will also learn about Java's multi-dimensional arrays, modularity, inheritance, polymorphism, overloading, and overriding programming techniques.

PRG 455　　　　5 Credits
Object Oriented Programming II

This course expands on object-oriented programming concepts. Students will demonstrate their ability to handle exceptions within a program. Students will also explore how to create GUI elements within programs utilizing interface design and user interaction concepts. Students will complete an object-oriented application that will be used as part of their career portfolio. (Prerequisite: PRG 450 or with consent of the Dean.)

Psychology

PSY 203　　　　4 Credits
Personal and Professional Relations

Covers factors that may affect the student's personal lifestyle, stress management, methods of coping, as well as accountability for personal actions and obligations. In addition, the impact of professional organizations and various health agencies and their effect on health delivery will be covered. Job seeking, employment retention, and CPR certification are also discussed.

PSY 250　　　　4 Credits
Positive Psychology

Explores emotional intelligence and its application in personal, professional, and communal relationships. Focus is on recognizing and improving emotional

intelligence and developing a plan for self-management and implementation.

PSY 255   5 Credits
Psychology and Emotional Intelligence

This course explores the aims and methods of psychology. Students will learn about human behavior and human development. Students will also explore emotional intelligence and its application in personal and professional relationships. The focus is on recognizing and improvement emotional intelligence. Upon completions, students will develop a plan for self-management and implementation.

Research

RAM 110   5 Credits
Research Application Methods

This course explores real-world applications in statistics. Topics covered will be analyzing and creating graphs, survey techniques, preparing surveys and analysis of data. Emphasis will be placed on understanding the use of graphs and surveys and the importance of statistical analysis in a business setting.

Sociology

SOC 240   4 Credits
World Cultures

This course is designed to provide students with a background on cultural intelligence and its relevancy in the workplace. Students will explore the various cultures they belong to and how these impact their perceptions. Students will also learn how self-efficacy and the concept of self influence cultural intelligence. Student emphasis will focus on improving cultural intelligence skills to positively impact their personal and professional lives.

Statistics

STA 325   5 Credits
Statistics

This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 225 or with the consent of the Dean.)

Surgical Technologist

SUR 100   5 Credits
Anatomy and Physiology I

This course provides a surgically detailed study of anatomy and physiology with an emphasis on the relationship between structure and function of the human body. This course explores body plans and regions, as well as body organization. Students will also discuss the normal function of each body system.

SUR 105   5 Credits
Anatomy and Physiology II

This course continues a surgically detailed study of anatomy and physiology with an emphasis on the relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. This course includes information on all body systems along with the common conditions that affect them. In addition to discussing the normal function of each body system, students will learn pertinent diagnostic protocols relative to a surgical environment. (Prerequisite: SUR 100 or with the consent of the Dean).

SUR 110   5 Credits
Microbiology and Surgical Asepsis

This course explores various theories, fields of study, and the historical development of the field of microbiology. Students will practice using a microscope to examine and describe the structure, characteristics, and the life and death of different microorganisms. Students will explain host invasion, and immune and general defense mechanisms. Students will also review physical and chemical methods used to protect patients and workers from invasion by pathogenic microbes, as well as how tissues react and are restored to normal function following trauma. This course also teaches the concepts of asepsis, sources of contamination, and the principles of antisepsis and their application. Students will become familiar with surgical conscience and principles of antisepsis and disinfection, and the operation of sterilizers, soaking instruments or scopes, and disinfecting the surgical suite. (Prerequisite: SUR 101 or with the consent of the Dean.)

SUR 200   5 Credits
Pharmacology

This course teaches conversion from the metric system to the apothecaries' system and performance of basic mathematical calculations. Students will identify, mix, and measure drugs for patient use through the guidance of a registered nurse or medical doctor. Students will review possible anesthetic complications, emergency procedures and the surgical technologist's responsibility in an emergency situation. Students will demonstrate proper handling of drugs, administration of anesthesia, clinical manifestations and emergency procedures. Students will also discuss the surgical technologist's limits and responsibilities in the area of medication administration. (Prerequisite: SUR 101 or with the consent of the Dean.)

SUR 215   5 Credits
Surgical Instrumentation and the Surgical Environment

In this course, students will identify basic instruments by type, function, and name, as well as demonstration of care, handling, and techniques of assembly. Students will demonstrate surgical hand scrub, gowning, and gloving techniques, as well as proper preparation and handling of suture materials, stapling devices, and surgical equipment. This course will also demonstrate how to set up the back table, including circulating, and counting procedures. (Prerequisite: SUR 105 or with the consent of the Dean.)

SUR 220 — 5 Credits
Patient Care and Minimal Surgical Procedures

This course reviews the role and responsibilities of a surgical technologist, including patient care concepts, recognition of surgical environmental hazards and personnel safety practices. Students will learn how to assess patient needs and review pre- and post-operative routines. Students will learn about OSHA regulations and perioperative recommended practices. This course teaches surgical procedures performed in general surgery and in minimal access surgery. Students will learn about instruments that are used interchangeably in different surgical procedures. (Prerequisite: SUR 215 or with the consent of the Dean.)

SUR 230 — 5 Credits
Surgical Procedures I - General and Laparoscopic Procedures

In this course, students will learn the instruments and supplies used to perform various procedures of surgery dealing with genitourinary, obstetrics and gynecology, and orthopedics. The course will catalog surgical procedures associated with each system and will teach the various positions and forms of draping to accomplish these surgical procedures. Students will also discuss the use of a laparoscope. Medical surgical nursing will be explored as related to ambulatory surgery, trends in surgery, anesthesia, and postoperative patient care/pain management. (Prerequisite: SUR 215 or with the consent of the Dean.)

SUR 240 — 5 Credits
Surgical Procedures II - Specialties, Sensory Procedures, and Plastics

In this course, students will learn the instruments and supplies used to perform various procedures of surgery dealing with neurological, cardiologic, and vascular surgery. The course will catalog surgical procedures associated with each system and will teach the various positions and forms of draping to accomplish these surgical procedures.

This course also overviews ophthalmic surgical procedures, otorhinolaryngologic surgery, oral surgery, maxillofacial surgery, plastic and reconstructive surgery, breast surgery, and relevant anatomy. Students will identify indications for surgery, including patient preparation, special equipment, and tissue replacement material and supplies. (Prerequisite: SUR 215 or with the consent of the Dean.)

SUR 245 — 5 Credits
Computers, Robotics, and Electronics

This course addresses preoperative, intraoperative, and postoperative duties, as well as circulation duties during surgical procedures. Students will also identify and perform basic computer operating skills, as well as develop a basic understanding of electricity, physics, and surgical robotics. (Prerequisite: SUR 215 or with the consent of the Dean.)

SUR 250 — 5 Credits
Lab Competency and Professional Development

This course is a comprehensive review of surgical modalities and procedures and includes an as introduction to the CDC Universal Precautions recommendations and OSHA's Bloodborne Pathogens standard. Students will utilize this course to prepare for certification, including review, discussion, and problem-solving areas of difficulty. In order to prepare students for their transition to their career, this course will also provide an in-depth exploration of relevant employment resources. Students will explore the development of documents to submit in job application processes, including resumes, cover letters, reference letters, follow up correspondence, and other written communications. Through the course, students will enhance individual verbal communication and interview skills. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches as a healthcare professional and be prepared for certifications required for employment in the industry.

SUR 260 — 5 Credits
Clinical Externship & Practicum I

In Clinical Externship & Practicum I, students are supervised very closely during this course by licensed professionals and preceptors and by the college's clinical instructors to complete the first of three, 160 hours of clinical externship working in the operating room suite of a hospital, ambulatory surgical center, or private physician's office or clinic. Students will receive regular evaluations of skills acquisition by the preceptors and college clinical instructors.

SUR 261 — 5 Credits
Clinical Externship and Practicum II

In Clinical Externship & Practicum II, students are supervised very closely during this course by licensed professionals and preceptors and by the college's clinical instructors to complete the second of three, 160 hours of clinical externship working in the operating room suite of a hospital, ambulatory surgical center, or private physician's office or clinic. Students will receive regular evaluations of skills acquisition by the preceptors and college clinical instructors.

SUR 262 — 5 Credits
Clinical Externship and Practicum III

In Clinical Externship & Practicum III, students are supervised very closely during this course by licensed professionals and preceptors and by the college's clinical instructors to complete the final 160 hours of clinical externship working in the operating room suite of a hospital, ambulatory surgical center, or private physician's office or clinic. Students will receive regular evaluations of skills acquisition by the preceptors and college clinical instructors.

Upon successful completion of SUR 262, students will be eligible to take the National Board of Surgical Technologist and Surgical Assisting examination for the Surgical Technologist. (Prerequisites: Satisfactory completion of all courses.)

Equipment – Utah Campus Programs

The following is a list of equipment typically found at each campus. The amount and type of equipment varies based on the size of the campus and the programs offered.

Basic Clinical Equipment Inventory

- Oxygen bottles
- Centrifuge with tubes
- Incubator
- Refrigerator
- IV stands with sample IV bag and tubing
- Suture removal instruments
- Probes
- Curretts
- Exam tables
- Pulmonary testing equipment
- Heart chart
- Vascular system chart
- Digestive system chart
- Male reproductive system chart
- Autonomic nervous system chart
- Female reproductive system chart
- Respiration system chart
- Muscular system chart
- AMBU bags (various sizes)
- Hand held suction with catheters
- Triangular bandages
- Blue pads
- 70% rubbing alchohol-dispensers
- Infant tape measure
- Metal vaginal speculum

- Biohazard waste cans
- Snellen eye chart
- Ishihara‚s color chart
- Electric powered hospital bed
- Wheel chair
- Shower/camode chair
- Manual hospital bed
- Donated recliner
- Skeleton
- EKG machines
- Wall BP cuffs
- Med cabinets
- Portable shampoo tray
- Portable air tank
- Scale
- Auto clave
- Small fridge
- Automated hemoglobin A1C machine
- Automated coagucheck
- OSHA regulations hand-out
- CLIA regulations hand-out
- QA documentation form
- Hazardous materials classification labels
- MSDS sample data sheets
- CDC reportable disease forms
- Prepared slides of various bacteria
- Disposable gowns
- Glass slides
- Gram stain reagents
- Inoculating loops
- Media samplers
- Staining rack

- Antimicrobial susceptibility test discs
- 24-hour culture on agar
- Bacitracin disk
- Susceptibility testing disks
- Lab and requisition form
- Normal saline solution
- Specimen transport packaging
- Prepared slides of various normal and abnormal urine components.
- Sedi-stain

Patient Exam Equipment Inventory

- Metal vaginal speculum
- Tuning fork
- Reflex hammer
- Patient gowns
- Anal speculum

Mannequins Equipment Inventory

- Adult CPR mannequin
- Infant CPR mannequin
- OB mannequin
- Catheterization and enema mannequin
- Latex vein simular
- Latex arm (for injection and phlebotomy with simulated blood)
- Plastic anatomical skeletons

Emergency, First Aid, Vital Signs Equipment Inventory

- Stiff neck collars
- Epi-pen (discharged)
- Blackboards
- Splinting kits

- Mast pants
- Defibrillator (fully functional with trainer.)
- KED (kendrick extrication device)
- Hare traction splint
- 3 Sizes blood pressure cuffs (aneroid)
- Stethoscopes
- Double stethoscopes

Phlebotomy and Blood Work Equipment Inventory

- Glucometer
- Microspin centrifuge
- Butterfly winged infusion sets
- Hematocrit tubs
- Sealing clay
- Hemocue
- Microcuvettes
- Plastic HCT tubes
- Vacutainer®* 21 G needle
- Cholestoral testing equipment
- Capillary lancets with microlet lacing device
- Sharps containers
- Test strips
- Vacutainer® multisample adapter
- Phlebotomy chairs
- Side tables

Radiology Equipment Inventory

- X-Ray view boxes
- Files of used X-ray films
- X-ray unit
- X-ray table
- Chest bucky

*Vacutainer® is a registered trademark of Becton, Dickinson and Company

- Light box
- Lead aprons, blockers and shields
- Processor
- Lead film box
- Skeletons
- Phantoms

Surgical Technology Equipment Inventory

- Autoclave
- Scissors
- Forceps without teeth
- Hemostats
- Retractors
- Scaplels (disposable)
- Sutures
- Sterilization pouch
- Surgical scrub brush/sponge
- Surgical blades
- Suture removal kit
- Stable removal kit
- Wound forceps
- Needle holders
- Nail clippers
- Metal sponge clamps
- Towel clamp
- Staple remover
- Knife handle

Micro Biology & Urinalysis Equipment Inventory

- Urometer
- Refractometer
- Microscopes

- Chlamydia collection kits
- HIV oral specimen
- Culture swabs
- Chemstrips 10
- Microscope slides
- Glucoscreen
- Inoculation loops
- Agar plates

Cardio Pulminary Equipment Inventory

- Fully functional ECGs

Respiratory Therapy Equipment Inventory

- Adult and infant ventilators
- Positive pressure breathing therapy equipment
- Oxygen delivery device
- Pulmonary function testing equipment
- Patient simulators
- Miscellaneous oxygen and aerosol delivery devices
- Miscellaneous supplies (inhalers, nebulizer, etc.)

IT Equipment Inventory

- Phones
- HP laptops
- Desktops
- Color inkjet printer
- 44" plot printer
- Monochrome printers
- Color laser printers
- Copy machines
- 32" TV
- 42" TV
- Switches

- Projectors
- DVD/VCR
- Interactive whiteboard module
- Scanner
- ID card printer
- Cash register
- Servers
- Uninterruptible power supplies
- Routers
- Intercom system
- 19" server cabinet
- 19" two-post rack for switches, routers, and patch panels
- Dell415r file servers
- Cisco 2901 ISR routers
- Cisco 24-port 100mb managed switches with power and Ethernet capabilities
- Cisco 10-port gigabit managed switches with power and Ethernet capabilities
- Multi-port patch panels
- Cisco Aeronet wireless access point
- Windows server 2008 R2
- Exchange server 2008
- CentOS6.x
- Software access for lab Sim and DreamSpark

Computer Repair and Maintenance Inventory

- Anti-static workbenches and seating
- Assortment of computers and laptops used for disassembly and repair practice
- A wide assortment of computer main boards, sound cards, video cards, network cards, keyboards, mice and other parts used to build and repair computers.

Equipment for Student Use – Utah Campus

Equipment and training aids that are available to students include, but are not limited to, the following:

- Library of research materials
- Online resource library containing more than 120,000 articles and related materials
- Current industry periodicals
- Professional software for training
- Computer lab for individual and group work:
- Computers, printers, and Internet access or laptops
- Medical labs

Utah Campus Attendance

On-Ground Attendance Policy

Attendance/participation is essential to a student's successful completion of each course, including externship.

Students attending classes on campus are expected to be on time and maintain a high attendance rate.

Students who are absent or tardy are expected to make up the scheduled academic work.

Absences are recorded from the first day of the module, regardless of the reason for the absence. If a student needs to be absent from classes, he/she is expected to contact the instructor(s) or the campus' front desk. Students may be asked for documentation concerning their absences.

Students absent without prior notification will be contacted by the college to ascertain the reason for the absence.

If the college is unable to reach a student directly, the college may contact references that the student previously provided to the college. If a student fails to return to class on or before the expiration of fourteen (14) days, then the student's enrollment must be terminated.

For safety reasons, unattended children are not allowed on campus. No children, whether attended or unattended, are allowed in classrooms or labs during sessions.

Surgical Technologist AOS Programs

Students are required to attend all classes, laboratories, and clinical sessions. In the event that a student must miss a day, then the student must inform the instructor. If a student misses a day for a severe illness or emergency, then the student must notify and meet with the Program Director.

Attendance is required for all clinical assignments. Students cannot change their clinical schedule without prior approval from the University. All absences must be made up within the current clinical rotation. Clinical tardiness is treated as an absence.

Attendance for 100% On-ground Delivery Courses

On-ground students who are absent during the first week of any subsequent module need to communicate with their instructor and discuss any issues that the student may have that will impede his/her success in that module

Students attending classes 100% onground are expected to be on time and maintain a 75% attendance rate. Students who are absent or tardy are expected to make up the scheduled academic work.

Students who are absent more than 25% of any module will be sent a 25% Warning Notice from the Registrar stating that the student's absences are excessive and that the student is in jeopardy of failing the course.

Students who are absent more than 50% of any module will be placed on Attendance Warning Status and directed to meet with the Dean or Program Advisor in order to discuss issues and identify strategies for improving attendance.

If a student fails to return to class on or before the expiration of fourteen (14) days, then the student's enrollment must be terminated.

Level of attendance	Action
Less than 75%	Warning Notice sent
Less than 50%	Placed on Attendance Warning, Meet with Dean
More than 14 consecutive days absent	Termination

Attendance for BlendED Delivery Classes

Students who are absent during the first week of any subsequent module need to communicate with their instructor and discuss any issues that the student may have that will impede his/her success in that module

Students attending hybrid classes are expected to be on time for the onground portions and maintain a 75% attendance rate. Students who are absent or tardy are expected to make up the scheduled academic work

Students who are absent more than 25% of any module will be sent a 25% Warning Notice from the Registrar stating that the student's absences are excessive and that the student is in jeopardy of failing the course.

Students who are absent more than 50% of any module will be placed on Attendance Warning Status and directed to meet with the Dean or Program Advisor in order to discuss issues and identify strategies for improving attendance.

If a student fails to return to class on or before the expiration of fourteen (14) then the student's enrollment must be terminated.

Level of attendance	Action
Less than 75%	Warning Notice sent
Less than 50%	Placed on Attendance Warning, Meet with Dean
More than 14 consecutive days absent	Termination

Attendance Rule for New Students

New on-ground/hybrid students who miss more than two (2) classes during the first five (5) days of their first module, will be reclassified as a No-Show and will be withdrawn from the program.

Online Attendance Policy

Students taking a fully online course through Independence University are expected to participate, at a minimum, of four (4) days each week in their course. Online course participation occurs through the university's Learning Management Systems (LMS).

Several LMS participation activities count as attendance, including: submitting homework assignments, taking assessments, online reading in the LMS course shell, participating in discussion board chats, and completing daily checkpoint activities. The daily checkpoint activities tie directly to learning objectives, with gradable questions each day, and only for that day. Completion of daily checkpoint activities is included as part of the student's online course grade.

If an online student fails to attend/participate in his/her online course for five (5) consecutive days, then the student will be contacted by Student Services about their poor attendance/participation and will be reminded/encouraged to actively attend/participate in his/her course.

If the student fails to resume attendance/participation in his/her online course, then he/she will receive a daily notice from Student Services reminding him/her to attend/participate in the course. These daily notices will also include a warning that failure to attend/participate for fourteen (14) consecutive days will result in termination from the program.

If an online student has no attendance/participation for ten (10) days, then he/she will receive an Attendance Warning Letter.

Level of attendance	Action
Fails to participate 5 consecutive days	Student Services contacts student with daily notices until return
Fails to participate for 10 consecutive days	Placed on Attendance Warning, Meet with Dean
More than 14 consecutive days absent	Termination

Independence University does not accept leaves of absence.

Class Size

Class size will vary. The maximum scheduled for laboratory classes is 25, and the maximum scheduled for lecture classes is 60 students. The maximum scheduled for online classes is 45 students.

Class Schedule

Classes are offered in a classroom format and most courses are available by hybrid and by online instruction.

Course delivery methods:

1. Face-to-Face: Each course meets face to face at a specific time and location.

2. Asynchronous Distance: Internet-based courses that are not time or location specific. A student interacts with the coursework, prepared by an instructor, using the Internet and our Learning Management System.

3. Synchronous Distance: Internet courses that are time but not location specific (i.e., classes are scheduled for a specific time but can be accessed via the internet). Students interact in real-time with classmates and the instructor using the internet and a software product called Zoom. Zoom allows the students to ask questions either verbally or through text and get responses immediately.

4. Hybrid: A hybrid course involves elements of both face-to-face and online (distance) delivery methods.

Scheduling

Courses are scheduled so that students should be able to complete all program requirements on time unless the student fails courses, fails to achieve core requirements, or withdraws and re-enters. Students with transfer credits may experience disruptions in their schedule. If any of these circumstances occur, the institution will make every effort to schedule the student with a full schedule each module; however, courses will not be scheduled simply to facilitate the student who has interrupted his or her schedule. Students are urged to do everything possible not to interrupt their schedule.

Day and Evening Program: Classes are offered in a hybrid format, which means students are scheduled for face-to-face sessions Monday through Thursday and attend sessions online in Canvas Monday through Sunday in each module. Courses can be scheduled as early as 8 a.m. and can end as late as 10 p.m. The period(s) students are expected to attend face to face can vary from module to module depending upon the number of courses into which an individual student is scheduled and the delivery method used for that course.

Clinical: The times and locations of clinical rotations are variable and depend upon hospital demands. In their clinical rotations, students will spend 36 hours per week at a clinical setting (hours and schedules vary by site, but students should plan on working the day shift), and

four hours per week of case study review at the campus. Due to the dynamic and limited nature of the clinical environment, students do not necessarily receive their choice of clinical sites. Students, at their own expense, may have to travel to participate in clinical rotations.

Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus to provide general experience in a field of training but not specific experience within a field. Students may not expect to receive an externship in any specialization within a given field.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the Institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the Institution, the state accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

If a student has prior misdemeanor or felony convictions, they may be subject to denial of externships, employment opportunities, and/or professional licensure. The student is advised that, in order to comply with clinical or employment requirements, they may be required by some hospitals or businesses may require a criminal background check and/or drug screening.

Course Load: Students will routinely be scheduled in courses totaling at least 18 quarter credits every sixteen weeks. However, course loads may vary from module

to module depending upon the student's program, academic performance, and other variables.

Utah Campus Make-Up Work

Students who have been absent are expected to make up all missed work prior to returning to classes and to proceed with the new course material in the original sequence. Courses are normally delivered by the traditional lecture/lab instructor-led method. In special circumstances, these same courses may be delivered in an alternative style.

Utah Campus Transfer of Credit

Credit Transfer from Another College

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus's own courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Dean. The institution does not currently have any formal articulation agreements to accept credit from other schools. The maximum transfer credits allowable from other institutions are:

To Associate's degree programs: No more than 75% of the credits may be transferred. Transferred credits must be B or better for Independence University Utah Campus students. A grade of C is required for Respiratory Therapy credits. Credits in core courses may not be more than 15 years old and credits in core technology courses may not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected based on educational relevancy.

Transfer Credit Process

The applicant must supply a college transcript for transfer of credit to occur. For courses that do not match the institution's current courses, a catalog or course syllabus must be provided.

Course Numbering

Generally, 100- and 200-level courses are for associate's-level work, 300- and 400-level courses are for bachelor's-level work, and 500- and 600-level courses are for master's-level work. In transferring in credits, no 100- and 200-level courses may be used to satisfy our 300- and 400- or 500- and 600-level courses. However, 300- and 400- or 500- and 600-level courses for another accredited institution may be used to satisfy 100- and 200-level courses at our institution if the course descriptions are similar.

Course Credits

A sufficient number of credits earned from the transferring institution must equal the credits we grant for a course. Example: a sociology course transferred to us must be 4 quarter credits or 3 semester credits to satisfy our sociology course requirements. (Semester credits x 1.5 = quarter credits).

Continuing Education Units/Seminars

Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our university. A student who has continuing education units and/or seminars in courses scheduled in the student's program, may challenge the course by passing the examination with a score of 90% or greater. If the student passes the examination, the student will receive a grade of PE on his or her transcript.

CLEP, DANTES, AP, and Certification Credit

The university may award credit to students who score at or above established levels on College-Level Examination Program (CLEP), Defense Activities for Non-traditional Education Support (DANTES) examinations, Advanced Placement (AP), and college recognized certifications (i.e., Cisco, Microsoft, A+, etc.). Some core courses may not be transferable (i.e., medical clinical core courses). Information regarding specific CLEP, DANTES, and AP equivalents/scores may be obtained from the Dean or Campus Director. Tuition is adjusted accordingly.

Pass by Exam

Students may challenge out of a course by taking a competency examination. To successfully earn credits the student must score 90% or better on the challenge exam. The challenge exam must be completed and scored before or during the first day of the module in which the course is scheduled. Courses passed by challenge exam will be awarded a "PE" (Pass by Exam) grade, will not count as attempted credits and are not eligible for VA benefits or federal financial aid. There will be no charge to the student for courses passed by examination.

Prior Learning Assessment

A student may be eligible for college credit earned through life experience. These experiences may happen through work, the military, community related activities, free online education such as MOOC, or other independent studies. The following process applies to PLA credit:

1. The student must be in good standing (academic, financial, and conduct) with the university in order for an application to be processed.

2. The student must complete the Prior Learning Assessment Form and a portfolio and submit these to the dean at least thirty (30) days prior to being scheduled for the course.

3. The portfolio must include the following:

    a. Name of course, course description (from catalog), and the course objectives;

    b. Cover letter that summarizes why the student believes he/she has experience demonstrating mastery of the course objectives (usually one page);

    c. A statement or short report (1-3 pages) for each course objective explaining how the student has experience that demonstrates mastery of the course objectives; and

    d. Supporting documents including resume, performance reviews, certifications and awards.

The Prior Learning Assessment Form and portfolio are reviewed by the academic staff to determine whether the submitted materials demonstrate that the student has mastered the learning objectives of the course.

If the portfolio is approved, credit for the course is awarded with a "PE" (Pass) grade. PLA courses do not count as attempted credits.

Credit Transfer to Other Colleges

Graduates or students who are considering transferring from the university to other institutions should recognize that programs at the university are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. It should also be noted that in any transfer situation, regardless of the colleges involved, **the acceptance of credits is at the sole discretion of the accepting college and our Institution makes no representations whatsoever concerning the transferability of any college credits to any other institution. Our Institution's credits generally are not transferable to other colleges** unless a written articulation agreement between our institution and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

Credit Transfer from Affiliated Colleges

Graduates or students who are transferring within the affiliated college system will have their credits automatically accepted. Graduates of Associate's degree programs within the affiliated college system may transfer credits to an applicable full Bachelor's degree, not a Bachelor's completion degree.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation. Likewise, a student who transfers from one campus to another with a GPA that warrants honor status will retain that status at his or her new campus.

Credit Transfer for Veterans, Active-Duty, Reserve/Guard, and Dependents

The institution maintains a written record of the previous education and training of veterans or eligible persons. No more than 25% of a transfer student's prior academic work will be accepted towards a degree, with the training period shortened proportionately. The veteran or eligible person will be notified of prior credit granted.

Special Conditions for Students Eligible for Military Benefits

The institution requires, for academic residency, a minimum of 25 percent of the degree requirements for all degrees to be completed in residency at any time for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognize and use the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcripted by the community college of the Air Force, when applicable to a servicemember's program.

Program Transfers

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however, at times a student may request a program transfer.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program.

Students are required to apply in writing to the Dean of Education for a program transfer, and must be approved by a Financial Planning Officer and the Dean of Education. Any exception to this policy is at the discretion of the Dean.

Utah Campus General Grading Guideline

Grade	%	Grade Points	Explanation
A	94–100	4.0	Excellent
A-	90–93	3.7	
B+	87–89	3.4	
B	84–86	3.0	Very Good
B-	80–83	2.7	
C+	77–79	2.4	
C	74–76	2.0	Average

Passing grade for Surgical Technologist Associate of Occupational Studies core, non-core, and general education requirements.

Grade	%	Grade Points	Explanation
C-	70–73	1.7	
D+	67–69	1.4	
D	64–66	1.0	Poor
D-	60–63	.7	
F	59 or below	0	Failing
I		0	Incomplete

Turns to F within four weeks of end of module if work is not completed for an academic grade.

Grade	%	Explanation
PE	**	Passing by exam
IP	**	Attempted, partial completion
P	N/A	Passing
W	*	Withdrawal
T	N/A	Transfer of credits from another educational institution
◆		Transfer of credits from an affiliated educational institution

*See Course Withdrawal section.

**PE grades are issued for courses taken by exam. Both PE and IP do not affect the GPA calculation.

Previous Grading System:

Grade	%	GPA	Explanation
P*	-	4.0	Passing

(P* is used for Respiratory Therapy clinical grades.)

Grade	%	GPA	Explanation
WP/WF		N/A	Withdrawal (Pass/Fail)
NA		N/A	Not Attempted

NOTE: PE, IP, W, WP, WF, P, and T do not affect the GPA calculation.

Incompletes

Incomplete grades are counted as credits attempted and affect the maximum time frame, but do not affect the grade point average. An incomplete (I) grade may be issued to a student who is passing a course but who has not completed all required work. The student will be allowed four weeks to complete the coursework. When the coursework is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F".

When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F". The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credit hours attempted. If the incomplete prevents a student from meeting graduation requirements, the student will not be eligible for employment assistance services.

Grade Changes

Changing a student's previously recorded grade is a matter of academic integrity requiring documentation to justify and explain the change. Grade changes typically involve a student being given an extension of time to complete a course, or the opportunity to improve his or her recorded grade through the submission of additional work. In such cases, the student generally has up to four weeks from the end of a module to submit course work. All grade changes must be approved by the VP of Academic Affairs.

Non-credit Remedial Courses

Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

Prerequisite Courses

If a student fails a course that is a prerequisite for another course (conditional course), the student must successfully complete the prerequisite course before taking the conditional course; there are no exceptions to this policy. If a student fails a course that is not a prerequisite for another course, the student may continue in the program and repeat the course at a later date, provided that the maximum time frame standards are not exceeded.

Grade Reports

The students can print a report of their grades electronically through the student portal. For purposes of academic progress and graduation, the cumulative GPA from the student transcript is used.

Student Records

All student records are kept for at least five years from the last date of attendance unless they are subject to a U.S. Department of Education program review that is outstanding beyond such five-year period, in which case the records are kept until the completion of the review. To review records, students or alumni should contact the campus registrar.

Transcript Policy

The Utah campus at Independence University has partnered with Parchment® to securely order and send official electronic transcripts at a cost of $5.00 per request (additional charges apply for printed and mailed transcripts). Current and former students can order official transcripts at: https://www.parchment.com/u/registration/6494432/account.

A student with a hold on their financial account is not eligible to receive either an unofficial or official transcript until the hold is resolved.

Grades of transferred courses from other institutions are recorded as a "T" grade and do not contribute to quality points in calculating the student's cumulative GPA at our colleges.

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act, which became law on November 19, 1974, the College hereby notifies all students of their rights in connection with educational records maintained by the University. All students are entitled to review their educational records maintained by the institution by making a request to the Campus Director. Within forty-five (45) days after the request is made, the educational records of the student will be made available to the student. If the student believes that information in the educational records is inaccurate or misleading or violates the privacy or other rights of the student, the student may request that the institution amend the records. If the institution refuses to amend the educational records of the student, the institution will inform the student of the right to a hearing to seek the correction of information in the educational records. At the hearing, the student will be afforded an opportunity to present evidence that is relevant to the issues, and the student may be assisted or represented by an individual of his or her choice at his or her own expense, including an attorney.

The decision of the institution shall be based solely upon the evidence presented at the hearing. If, as a result of the hearing, the student believes that the information is not accurate, is misleading, or otherwise is in violation of the privacy or other rights of the student, the student has the right to place in the educational records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the institution.

The Institution maintains student records on the campus premises for a period of not less than five years. The Institution maintains student transcripts in perpetuity.

A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Utah Campus Satisfactory Academic Progress for Undergraduate Programs

Standards of Satisfactory Academic Progress

All students, including VA students, must progress satisfactorily toward meeting graduation requirements. Academic progress is measured in two ways: (a) grade point average, and (b) course completion. The academic progress of each student will be reviewed at the end of every term. A student is considered to be making academic progress if his or her grade point average is above the minimum requirement and the student has successfully completed at least 67% of the credits attempted, otherwise known as the completion rate standard. The evaluation points, grade point average standard, and the completion rate standard are provided in the table listed.

Required Evaluation Point	Minimum CGPA with 67% of Credits Attempted/ Completed
(Bachelor's Degree Program)	
First term	1.0

Required Evaluation Point	Minimum CGPA with 67% of Credits Attempted/ Completed
Second term	1.5
Third term	1.8
Fourth term	2.0
End of each term until 150%	2.0
(Associate of Applied Science and Occupational Associate's Degree Program, except for Associate Degree in Nursing Education)	
First term	1.0
Second term	1.5
Third term	2.0
Graduation	2.0
150% of the program	2.0
(Associate Degree in Nursing Education)	
First term	2.7
Second term	2.8
Third term	3.0
Graduation	3.0
150% of the program	3.0

Associate Degree in Nursing Education

Nursing students must maintain minimal grades of B in all core nursing courses, and receive a Pass grade in laboratory, simulation, and clinical experiences. Nursing students must satisfactorily perform all nursing skills as measured by skills assessment forms, receive favorable evaluations by the faculty, and receive a passing score on the final exams for the course according to individual course requirements. To be eligible for graduation and to complete the ADN program, nursing students must achieve a proficiency level of 900 or greater on the HESI exit exam.

Maximum Time Frame

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to meet satisfactory academic progress standards. The student must complete the program within the maximum time frame in order to graduate.

For example, if a program requires 90 credit hours to graduate, the student can take up to 135 credits in order to complete the program. Taking extra credits occurs primarily when a student has to repeat a course. Students who reach their maximum time frame and have not graduated must be dismissed from the institution.

Calculation of SAP

Satisfactory progress and successful course, completion is not affected by "passed by examination" (PE).

Incomplete grades are counted as credits attempted and affect the maximum time frame but do not affect the grade point average. When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F".

Pass/fail courses, credit/no-credit courses, and courses assigned a grade of IP are counted as credits attempted and affect the maximum time frame but are not considered in the grade point average calculation. Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

A withdrawal grade (W) is counted as credit attempted, but not completed, and will adversely affect a student's satisfactory academic progress. A grade of W does not affect the student's cumulative GPA (CGPA).

In the case of a program transfer, all credits earned in the original program that apply to the new program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits earned in the original program that apply to the new program will be calculated toward satisfactory academic progress in the new program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

In the case of a previously earned credential, all credits earned in the program that apply to the current program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits awarded in the earned credential that

apply to the current program will be calculated toward satisfactory academic progress in the current program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

Grades of accepted transferred courses from other institutions, including those from previous credentials, are recorded as a "T" grade and count as credit completed, but do not contribute to quality points in calculating the student's cumulative GPA at our university.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation.

Course Completion and Progression

Programs are not designed to facilitate course repetitions due to the short, fast-paced, and intense nature of the coursework. If a student fails a course or earns a non-passing grade (see General Grading Guidelines), that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. Each attempt is recorded on the student transcript but only the highest grade is reflected in the cumulative GPA. Each attempt at the course would be counted as a "course attempted" in the calculations for successful course completion and maximum time frame. Repeating a course in a program will result in the assessment of tuition charges at the current credit hour rate. A course may be taken a maximum of three times. If a student fails a course or earns a non-passing grade three times, he or she will be dismissed from the school. Students who fail to pass five consecutive courses will be dismissed from the school. Associate Degree in Nursing Education program, Utah campus only: A course may be taken a maximum of two times. If a student fails a course two times, he or she will be dismissed from the school.

Satisfactory Progress Verification

When financial aid electronic disbursement rosters are received, the financial aid officer at Central Financial Aid (CFA) quickly checks that the student is eligible for the disbursement. If the student does not have the required time and credits, it is so documented on the student's academic record.

The Director of Financial Aid at CFA is fully responsible and accountable for verifying and documenting that the student is entitled to the funds by checking the required time and credits correlating to satisfactory progress.

Financial Aid Warning

To ensure a student's success in a program, the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 67% of the credits attempted in an evaluation period, the student will be placed on Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

Utah Campus Dismissal

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, or non-observance of other student regulations. A student who is dismissed may appeal to the Campus Director of the University, who will make the final determination.

Students may be terminated from the institution, without a right to appeal, after 14 consecutive days of non-attendance. However, the student will be allowed to petition for readmission.

Dismissal for Unsatisfactory Academic Progress

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student immediately becomes ineligible for federal financial aid and is dismissed (immediate dismissal is suspended if the student files an appeal). A student who fails to meet SAP standards at the end of their FAWS period may file an appeal (see next section) with the Appeals Panel. The Appeals Panel will determine if the student is eligible for continued enrollment and access to federal financial aid. If a student's appeal is denied, the student is dismissed.

Appeal

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the dismissal. The appeal must be done in writing and submitted in the form of a letter to the Dean. The letter must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;

2. Provide documentation in support of any mitigating circumstances;

3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and

4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a institution Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and documentation are reviewed, the student will be notified if his or her appeal has been granted or denied.

If the appeal is granted, the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period, and during that time, access to financial aid is reestablished.

Financial Aid Probation

When a student is placed on Financial Aid Probation Status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, repeating a course for which the student received a failing grade, repeating a course from which the student withdrew;

2. Sign the academic plan (a copy of the plan will be kept in the student's file); and

3. Meet weekly with the Associate Dean to review how well the student is advancing on the academic plan, and how well he or she is progressing in meeting the minimum standards of academic progress.

If a student on Financial Aid Probation Status does not achieve the minimum standards of academic progress at the end of the evaluation period established in the written academic plan, the student is dismissed from the institution and access to financial aid is suspended. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the institution sooner than the end of the evaluation period.

Campuses are required to promptly notify the Veterans Administration when a student receiving VA benefits is placed on academic probation.

Mitigating Circumstances

Mitigating circumstances are those conditions which the student has little control over, and most often have an adverse effect on academic progress. Mitigating circumstances must be documented and are limited to the list below:

1. Death of an immediate family member;

2. Illness of an immediate family member where the student is the primary caretaker or is the primary source of financial support;

3. Student illness requiring hospitalization;

4. Student experiencing chronic, long-term illness impacting the student's ability to be successful in school;

5. Abusive relationship;

6. Prolonged divorce proceeding;

7. Previously undocumented disability;

8. Work-related transfer during the evaluation period;

9. Change in work schedule during the evaluation period;

10. Unexpected loss of employment;

11. Natural disaster;

12. Financial hardship such as foreclosure or eviction; and

13. Loss of transportation where there is no alternative transportation.

Utah Campus Cancellation and Withdrawal

Cancelling Enrollment Prior to Starting Class

If you are not accepted into the University, your enrollment agreement will be cancelled, and the University will refund all money paid within 30 days. You may cancel the enrollment agreement within three (3) business days and receive a full refund of all money paid within 30 days. If you have not visited the institution prior to enrollment, you may withdraw without penalty within three (3) business days following a tour of the college facilities and inspection of equipment where your education services will be provided and receive a full refund of all money paid. You will also receive a full refund within 30 days if your educational services are discontinued by the University or if your starting date is postponed by more than 90 days.

Utah Campus Cancellation After Classes Have Started

You may cancel enrollment for any reason up until midnight of the fifth day of scheduled classes in the first module of the first academic year, and the institution will refund any monies paid, minus an administrative fee of $150.00 and any charges for books and equipment not returned and uniforms issued. Thereafter, you may terminate your enrollment by giving written notice to the institution. Such notice is effective when the institution receives the notice. The written notice of cancellation need not take any particular form.

False Start Period

The first three weeks of attendance is considered an evaluation period that allows both the university and the student to determine if the educational program is a good fit. At the end of the three-week period, if either the university or the student determines that the student may not have the commitment, readiness, desire, or ability to succeed in the program, the student's enrollment will be cancelled, all charges will be removed from the student's ledger, and any payments received will be refunded.

Course Withdrawal

A student who withdraws from a course receives a grade of W. A student may officially withdraw by the first Friday at the end of the first week of the module.

All courses with a final grade of W are considered attempted credits and will be charged tuition accordingly. PELL and SEOG can be awarded for courses given a grade of W.

Since a grade of W is counted as credit hours attempted but not completed, it will adversely affect a student's Satisfactory Academic Progress (See Standards of Satisfactory Progress). A grade of W does not affect the student's cumulative GPA (CGPA).

A grade of W may only be issued in the following circumstances:

- A student has attended at least one day of the class during the first week of the module and then formally withdraws with the Registrar before the end of the first week of the module.

- A student has attended beyond the first week of the module, is in good standing (good attendance and passing grades), and is forced to withdraw due to extenuating circumstances which are limited to verified medical problems (either with the student or his or her immediate family), military obligations, jury duty, or death in the family that causes extended hardship. If a student attends beyond the first week of the module and then withdraws for reasons other than those listed above, a grade of F will be issued. An F grade academically lowers the student's grade point average and adversely affects the student's academic progress.

Program Withdrawal

Students who find it necessary to withdraw from a program should have an interview with one of the following: Dean, , Registrar, or Associate Dean of their program. The student is also required to have an exit interview with a representative of the Financial Aid Office. If a student provides notice of withdrawal in writing, the date on which the notice is mailed with appropriate postage is the date of withdrawal.

Utah Campus Readmission

Readmission to the institution following dismissal or withdrawal will be at the sole discretion of the institution. Students whose enrollment has been terminated may appeal the termination to the Campus Director or the Dean in writing for reinstatement. The written request should contain a summary of why the student feels he or she should be readmitted. Students applying for re-admission must satisfy all current admissions requirements. The Campus Director or Dean shall review all requests on a case-by-case basis. Mitigating circumstances will be taken into consideration. However, the institution reserves the right to refuse to readmit any

student who does not meet the institution's academic or behavioral standards.

Re-establishing Eligibility for Federal Funds

If a student is allowed to return to the institution after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the institution to pay for courses while reestablishing eligibility for federal funds. Once the student has met the requirements listed in the Financial Aid Probation subsection above, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during the probationary period of one academic year, he or she will be dismissed from the institution. The student may appeal the decision for dismissal in writing for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to re-enter.

Utah Campus Student Conduct

Students at the institution are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

1. Interruption or any manner of interference with the normal operation of the university;

2. Destruction, damage, or misuse of university equipment, facilities, or property;

3. Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in university-related activities;

4. Illegal possession, use, or furnishing of drugs while on campus or while involved in university-related activities;

5. Physical, written (via electronic or other means), or verbal abuse of another person in the university community, whether such person is a student or

university staff member (such abuse includes but is not limited to profanity, threats, and violent communications). The university reserves the right to report such abuse to law enforcement;

6. Theft of another's property occurring on university premises;

7. Participation in hazing;

8. Academic cheating or plagiarism;

9. commission of other offenses (including use of inappropriate Internet material) that in the opinion of administration may be contrary to the best interest of the university community.

Sanctions that may be imposed are:

1. Warning

2. Suspension

3. Expulsion

When appropriate, the institution will issue warnings prior to dismissing a student for poor conduct. The institution, however, may dismiss a student without warning if the offense is serious. The Campus Director makes the decision as to the seriousness of any offense. Additionally, termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

Academic Dishonesty

Cheating is defined as the giving or receiving of aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on class work, homework, tests or any other assignment that is his or her own responsibility.

Plagiarism violates the central core of the university's educational philosophy. It involves stealing another person's work and claiming it as your own. It occurs whenever one directly copies another person's intellectual effort and integrates it into his/her class work without giving proper credit to the author.

Paraphrasing is defined as "a restatement of a text or passage giving the meaning in another form." (Webster's New Universal Unabridged Dictionary, 1996). When one

paraphrases but intentionally omits authorship of the work, this too is a violation of academic honesty.

As a student, you have an individual responsibility to understand what cheating, plagiarism, and improper paraphrasing are. You must also be aware that the consequences for doing any of these activities are severe. Whenever you have doubt about what constitutes cheating, plagiarism, or paraphrasing, contact your instructor. With the advent of the Internet, the potential for cheating by simply cutting and pasting information into your paper is tempting. Be aware that these dishonest activities will not be tolerated and instructors have access to increasingly sophisticated search engines to "test" the validity of your work. Plagiarism, in particular, is easily traced. Don't do it.

Consequences: Upon finding that a student has violated the policies on Academic Honesty, the consequences will be:

1. The first offense is failing the assignment.

2. The second offense is failing the course.

3. The third offense is dismissal.

Dress Code

Students are required to dress modestly and in appropriate professional dress according to each program. Consult orientation materials for specifics on each program's dress code. Failure to comply with the program dress code could result in suspension of employment assistance privileges.

Utah Campus Graduation Requirements and Awards

To be eligible for graduation, students must meet the following requirements:

1. Pass with a D- grade or higher all core and non-core courses (except for Nursing courses, core Respiratory Therapy courses, and prerequisite,

core, and general education courses for the online Associate Degree in Respiratory Therapy).

2. Attain a 2.0 cumulative grade point average (3.0 for Nursing Education students).

3. Pass the number of credit hours required for the program within the maximum time frame.

4. Satisfy all financial obligations.

Degrees/Diplomas Granted

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree or diploma, indicating satisfactory completion and passing of all program requirements. The institution offers programs leading to a diploma, an Associate of Occupational Studies degree, an Associate of Applied Science degree, an Associate of Science degree, and a Bachelor of Science degree. Students should check with the campus of choice to see what degrees are available.

Graduation Honors

A student may graduate with honors as follows:

- Summa Cum Laude for graduating with a 3.91 cumulative GPA.

- Magna Cum Laude for graduating with a cumulative GPA between 3.76 and 3.90

- Cum Laude for graduating with a cumulative GPA between 3.50 and 3.75.

Utah Campus Student Services

Tutoring

Any student at any time can request tutoring through the Student Services office, the Dean's office, or the department head's office. Tutoring will be provided at no cost to the student by an advanced student, teaching assistant, instructor, or staff member.

Advising

Advising is an important service at the university. Each campus has administrators who guide students through problems that may arise while enrolled at the college. The administrator may enlist the expertise of community resource groups, associate deans of programs, the Dean, faculty members, the Director of Financial Aid, or the Director of Career Services in resolving student problems, whether personal or scholastic in nature.

Career Services

Students and graduates of the University are encouraged to utilize the assistance of the Career Services department throughout their academic and professional careers; there is no charge for the utilization of these services. The Career Services department mission is to assist students and graduates in making informed decisions about their careers, identify employment opportunities, and provide assistance with the skills needed to complete a successful career search. Planning a career is a long-term process, and students are encouraged to understand and use the services available to them throughout their education. The University does not guarantee employment but can provide networking techniques, contacts, potential interviews, and guidance during the job seeking process. The Career Services department does not offer a resume-writing service, but rather provides models from which a student can write his or her own resume. The Career Services staff provides guidance and assistance to students and graduates in their career pursuits by providing feedback for a strong and effective resume and engaging in sound networking practices.

Graduates experiencing difficulty in securing employment have the opportunity to audit one or more courses at the University, at no charge, to update professional skills, employment techniques, and social interaction.

A graduate requesting career services after a significant period of time away from the University should be current in vocational skills and conceptual understanding aligned with the program in which he or she graduated and therefore may elect to audit one or more courses at the University at no charge.

The University reserves the right to deny career services to any past or present students. Such denial can be based upon student conduct that may be significantly detrimental to the integrity of the University, such as failing to pass a drug test, being fired from previous employment for illegal or immoral acts, committing acts against company policy, or being subject to a felony investigation or conviction. Students with a felony conviction may find it more difficult to secure satisfactory employment. Even some misdemeanors prevent employment depending upon the field being pursued.

Library

The Library, or Learning Resource Center, is available for student use each day during university hours. Videos, books, periodicals, reserved readings, and Internet services are available. A trained librarian or library assistant is available during library hours to assist each student.

Honors

The university participates in the Future Business Leaders of America and the Alpha Beta Kappa National Honor Society. Students must be nominated to these select groups by the college faculty. Each award is based on academic standing as well as professionalism at the university.

Campus Security

The university strives to provide a safe environment for our students' learning experience. Our facilities are located in business settings, and trespassing laws are

enforced on our premises. If a crime is committed on our premises, college personnel are available to assist students.

Pursuant to the requirements of the U.S. Department of Education, colleges publish all known occurrences of crimes committed on campus. These statistics are available in the Financial Aid Office and are also part of the orientation materials. In the event of a crime, an incident report must be completed, and a police report may be filed. Any and all occurrences of crime committed on the campus should be reported immediately to the administration of the university. In the event a sexual assault should occur on campus, the victim and any witnesses present are to report the crime to campus officials immediately. In order that the crime can be fully investigated, the police will be contacted.

The university provides timely written information on personal safety and anti-crime measures as they become available. An annual report is available for all students and personnel of the college.

Utah Campus Copyrighted Materials Policy and Sanctions

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing and the unauthorized use of the college's information and its technology systems, may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the school's information-technology system, may face termination from the institution. In addition, the student may face criminal penalties as summarized below. This list is not all-inclusive, and the student needs to be aware of the severe sanctions imposed on violators of these policies.

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

Utah Campus Student Complaint/Grievance Procedure

Student Complaint Hotline

A student who has questions or concerns that have not been fully addressed by the campus staff can contact the Student Hotline at 877-402-0954; or via email to: wehearyou@independence.edu
or via regular mail to Student Hotline, 4021 South 700 East, Suite 400, Salt Lake City, UT 84107.

Furthermore, to the extent a student has questions or concerns with respect to the Company's policy against discrimination on the basis of sex, including sexual harassment, or wishes to report sex discrimination, including sexual harassment, the student should contact Title IX Coordinator Danielle Lammi, 4021 South 700 East, Suite 400, Salt Lake City, Utah 84107, danielle.lammi@collegeamerica.edu, 801-284-7535.

Alternative Dispute Resolution

While no one expects disputes and conflicts, sometimes they do occur, and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least-expensive manner. The student therefore agrees to follow the three steps below:

Step One: Any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising from or connected to enrollment and attendance at the University ("dispute") should first be taken up with the Campus Director. If the dispute is not then resolved, a written statement should be made of each party's position and submitted to the Corporate Chief Executive Officer for a final decision. The parties may proceed to Step Two if the dispute is not resolved in Step One.

Step Two: The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which you reside. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

Step Three: Jury Waiver and Agreement to Binding, Individual Arbitration

Any dispute that a student may bring against the university or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which the university may bring against the student, no matter how characterized, pleaded or styled, shall be resolved by confidential binding arbitration by a single arbitrator. The student acknowledges an understanding that both the University and student forever waive rights to a trial by jury, and elect instead to submit all disputes (claims) to the binding, confidential decision of a single arbitrator. The student understands that the decision of the Arbitrator will be binding, and not merely advisory. At the student's election, the arbitration shall be conducted by the Better Business Bureau ("BBB") or by the American Arbitration Association ("AAA") under its Consumer Arbitration Rules ("Consumer Rules"). Any and all disputes concerning the interpretation, scope, and enforcement of this Arbitration Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator. The Federal Arbitration Act ("FAA") shall govern the interpretation, scope, and enforcement of this Arbitration Agreement and the arbitration. If any part of this Arbitration Agreement is declared unenforceable or invalid, it shall be severable and the remainder of the Arbitration Agreement shall continue to be valid and enforceable.

Terms of Arbitration

1. The student agrees that any dispute or claim he or she may bring shall be brought solely in his or her individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass, consolidated or joint action.

2. Except as provided by applicable state law, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the arbitration administration. The student agrees that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.

3. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any error of material fact, in law, or in legal reasoning, and such error shall be corrected on appeal as provided below.

4. This Arbitration Agreement does not affect either party's right to seek relief in small claims court for disputes or claims within the scope of the small claims court's jurisdiction.

5. Nothing in this agreement prohibits a student from filing a complaint with the state regulatory agency. A student may, but need not, be represented by an attorney at arbitration. Nothing in this agreement is intended to be, or shall be construed as, (1) a waiver of any right to an investigation of allegations of sexual harassment as contemplated in 34 C.F.R. § 106.45 or of any right to access to any grievance procedures or grievance process required by Title IX, (2) a waiver of any right to file a complaint with the Department of Education, Office for Civil Rights ("OCR"), or (3) an offer of,

or a requirement to participate in, an informal resolution process under Title IX. This agreement does, however, govern any claim concerning sexual harassment or other sexual misconduct of any kind that may be pursued outside the context of Title IX grievance procedures, a Title IX grievance process, or any administrative process provided by the OCR.

6. If a student desires to initiate arbitration, he or she shall first contact the Campus Director, who will provide the student with a copy of the BBB Rules or the AAA Consumer Rules. Information about the BBB arbitration process and rules can be obtained at www.bbb.org or 703-276-0100. Information about the AAA arbitration process and the Consumer Rules can be obtained at www.adr.org. The student shall contact the BBB or the AAA, which will provide the appropriate forms and detailed instructions. The student shall disclose this document to the BBB or the AAA.

7. The parties agree to the following arbitrator selection process: The chosen arbitration administration (either BBB or AAA) shall send simultaneously to each party to the dispute an identical list of 10 names of neutral qualified arbitrators. The parties will make a good-faith effort to agree to an arbitrator from the submitted list and to advise the arbitration administration of their agreement. If the parties are unable to agree upon an arbitrator, each party to the dispute shall have 14 calendar days from the transmittal date in which to strike names objected to, number the remaining names in order of preference, and return the list to the arbitration administration. The parties are not required to exchange selection lists. If a party does not return the list within the time specified, all persons named therein shall be deemed acceptable to that party. From among the persons who have been approved on both lists, and in accordance with the designated order of mutual preference, the arbitration administration shall invite the acceptance of an arbitrator to serve. If the parties fail to agree on any of the persons named, or if acceptable arbitrators are unable to act, or if for any other reason the appointment cannot be made from the submitted lists, the arbitration administration shall have the power to make the appointment without the submission of additional lists.

8. Notwithstanding that the arbitration will be binding, if the college or the student loses in arbitration, the losing party may seek review from a court of competent jurisdiction as permitted by law. In addition to the statutory grounds for review, the review shall examine the arbitration award for error as described in Section 3, above. If such review is not available, appeal shall be to a three-member arbitration appeal panel. If in arbitration, the notice of appeal must be in writing and served on the other party and on the BBB or the AAA within ten (10) days of the date of the award. The notice of appeal must specify those elements of the arbitration award that are being appealed and must contain a statement of the grounds for the appeal. Both parties shall participate in the selection of the panel. The fees and expenses of the appeal tribunal and the BBB or the AAA shall be paid in full by the appealing party. Once the notice of appeal is timely served, the arbitration award shall no longer be considered final for purposes of seeking judicial confirmation, vacatur or modification under the law.

State Approval

Independence University is approved in the state of Utah. The student can at any time file a complaint with the Utah Division of Consumer Protection, 160 East 300 South, 2nd floor, P.O. Box 146704, Salt Lake City, Utah 84114, 801-530-6601.

ACCSC Grievance Policy

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 can consider contacting the Accrediting Commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint

to the school for a response. The complainant(s) will be kept informed as to the status of the complaint and will be notified of the commission's final resolution. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; 703-247-4212; www.accsc.org. A copy of the commission's complaint form is available at the school and can be obtained by contacting the Campus Director.

INDEPENDENCE UNIVERSITY ONLINE CAMPUS INFORMATION

Online Distance Education Mission

We are dedicated to helping our students graduate and get a much better job sooner. We focus on using online technology to provide education for people to obtain a rewarding career and an enriched life. Our goal is for our students to achieve success in career-oriented online programs and the enhancement of skills in critical thinking, communication, problem solving, and using technology, culminating in satisfactory career placement or advancement in current employment. To fulfill this goal, the institution will:

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.

2. Provide students with education and knowledge to become competent members of their communities, enabling them to appreciate and successfully cope with human relations problems encountered in the workplace.

3. Provide programs that include a variety of skills which will bring students a fuller realization of the world in which they live and work, so that they are capable of achieving a satisfactory and rewarding career and lifestyle.

4. Serve as a leader of online higher education in each of our communities by incorporating suggestions and recommendations from knowledgeable representatives of the programs offered.

History

History of Independence University

Independence University dates back to 1891. Beginning in 1978, Independence University operated as California College for Health Sciences until 2005, when it became Independence University, a name that more accurately reflects the institution's broader range of programs and its philosophy that education should lead to greater independence. In 2010, Independence University merged with its affiliated institution, Stevens-Henager College. Independence University has a residential campus in West Haven (Ogden), Utah, and an online campus. Today, IU is comprised of the School of Healthcare; the School of Business; the School of Graphic Arts; and the School of Technology.

Specializing in allied health programs, IU has made its mark in areas such as respiratory care education, becoming the first institution to offer programs not only to working adults across the United States but also to those serving in the military and to international students living in the U.S.

Online Facilities

Independence University (Salt Lake City)

Independence University's online campus is located off a major freeway with easy access for students in the Woodlands office building complex that accommodates on-ground learning for our MBA program.

University students interact with instructors and classmates through an Online Learning Management System (LMS). Independence University uses the Canvas LMS platform. Canvas is a product of Instructure and is used extensively by public and private colleges across the United States. Canvas provides technical support 24 hours a day, 7 days a week, 365 days a year.

Programmatic Accreditation

The Baccalaureate degree program in Nursing and the Master's degree programs in Nursing for Administration and Education at Independence University are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Online Admissions Requirements

Applicants for admission must have graduated from an accredited high school, private secondary school, or have completed the equivalent (GED, HiSET, CHSPE, or TASC). High school transcripts in a foreign language must be translated and evaluated by a credential evaluation service for equivalency. Applicants must pay tuition in advance if they do not qualify for financial assistance programs.

Students who are selected for verification of documentation for funding purposes regarding proof of high school graduation or equivalent (POG), may submit an unofficial proof of high sschool graduation with a signed Transcript Request Form if the student cannot provide a copy of their high school diploma or GED. Once the student is able to access official POG they must provide it to the Institution immediately. If the student does not provide this documentation in a timely manner, they will be dropped from school and all Title IV funds will be returned.

A qualified comprehensive background check is an essential part of gaining employment for most careers in the healthcare industry. As a result, a background check is required for applicants seeking enrollment in most healthcare-related programs. Only applicants with a background check that is **Complete and Cleared** (where required for applicable programs) will be approved for enrollment into the University's healthcare programs. Please see the program descriptions pages for details.

Arbitration and Class Action Waiver Disclosure: Independence University requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by Independence University prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Campus Director at Independence University for questions.

Admissions Requirements – Online Programs

All applicants are required to complete an online readiness assessment (SmarterMeasure) with a passing score of 70% or higher for the technical competency and the individual attributes portions of the assessment. All portions of the assessment must be completed prior to acceptance.

If an applicant scores below 70%, they may take IU's three-week remedial SOAR course. If the applicant successfully completes (80% or above) the SOAR course, they may be accepted into an IU program (provided they meet all other start and admissions requirements).

The applicant must also fall into a learning style category that demonstrates their ability to be successful in online learning. If an applicant's assessment determines that they are primarily a physical learner OR a physical/social learner, they may not move forward enrolling in school without remedial coursework.

An applicant assessed as primarily a physical learner or physical/social learner may take IU's three-week remedial SOAR course. If the applicant successfully completes (80% or above) the SOAR course, they may be accepted into an IU program (provided they meet all other start and admissions requirements).

Applicants must also complete an Early Admissions Course (EAC). Applicants must submit seven required

components and score 100% on the University and Policy Quiz.

Additional Admissions Requirements – Medical Assisting AOS degree

All applicants seeking admission into the Medical Assisting program are required to have a submitted and approved background check prior to the end of the third week of the first module. The background check is required to ensure acceptance into an externship site (see Externship Requirements) and must be approved prior to the end of the applicant's first module.

Additional Admissions Requirements – Health Services Management BS degree

All applicants seeking admission into the Health Services Management program are required to have a submitted and approved background check prior to the end of the third week of the first module. The background check must be approved prior to the end of the applicant's first module.

Additional Admissions Requirements – Respiratory Care BS degree

To enroll in this program, applicants must have an Associate's degree in respiratory therapy from a Commission on Accreditation for Respiratory Care (CoARC) accredited program or possess a related Associate's degree in either a life science (biology), physical science (chemistry, physics, or earth science) or healthcare.

Prospective students must also have completed a minimum of 21 quarter credits of general education. Semester hours will be converted to quarter credit hours using the standard formula of semester hours x 1.5 = quarter credit hours.

Additional Admissions Requirements – Nursing BS degree

Students seeking admission to the Bachelor of Science in Nursing program must hold a valid Registered Nurse license that is current, unsanctioned, or limited and shall have completed sufficient college credit to attain the equivalent of third-year college status (e.g., 60 semester credit hours or 90 quarter credit hours) or be concurrently enrolled in an Associate's degree level nursing program. Prospective students must also have completed a minimum of 22.5 quarter credits of general education. Semester hours will be converted to quarter credit hours using the standard formula of semester hours x 1.5 = quarter credit hours. For example: 3 semester hours equal 4.5 quarter credit hours.

Online Admissions Procedures

To apply for enrollment, the student submits the completed application to the Director of Admissions. The student should also request that a high school transcript or a copy of a high school diploma, or a GED, HiSET, CHSPE, or TASC for an Associate's or Bachelor's degree, be sent to the Director of Admissions. A foreign graduate must provide a translated and evaluated copy of a transcript. Applicants also may call, fax, or write the Admissions Department to request an application.

Upon completion of the application and an interview with an Admissions staff member, the Director of Admissions will review the applicant's goals. If it is determined that the applicant's educational and career goals are not aligned with the institution's mission, the college may deny admission.

Online Delivery Systems

Consortium and Articulation Agreements between Affiliated Schools

The Center for Excellence in Higher Education (CEHE) group of schools, including Independence University, College America, Stevens-Henager College, and California College San Diego, has consortium and articulation agreements in place that allow students enrolled at one campus ("home campus") to concurrently take courses from any of the CEHE group of schools. All courses, grades, and attendance are recorded at the students' home campus. Students must take at least 50% of their courses in a program at their home campus.

All students need access to a computer and internet service. All students enrolling for the first time at the

Institution are provided with a tablet and/or laptop computer that is loaded with Microsoft Office to use during their program enrollment. All students are also provided with any software required in their program as needed.

Applicants wishing to receive transfer credits for previous education must submit a complete transcript evaluation packet at least 12 days prior to the first class in order for those credits to be applied to the first course. If received after the deadline, approved credits will be applied to the next course applicable.

Fully Online Delivery

All distance-learning students enrolled in fully online courses will perform all assignments and exams online to complete each course. The instructor and the Dean, in order to ensure appropriate educational outcomes, will monitor these graded activities.

The internet method of delivery requires students to complete the distance course materials in a timely manner. A student will be permitted one module to complete a course. Competency in the course will be determined through assignments and testing. Electronic libraries, communication tools, and curriculum/testing tools have been provided to enhance the distance-learning experience.

Fully Online Student Standards

The use of the following standards promotes student success. Students will experience a higher level of quality in their course work if these standards are followed.

1. Students must make available current contact information (including phone numbers and email address) so that the course facilitator (instructor), other students, and administrators may make contact if needed.

2. Online students are expected to be self-directed. Students must organize their time, plan their course assignments and projects to meet due dates, communicate well, and seek other sources beyond the textbook to meet their learning goals.

3. Students are required to log into their courses and participate in discussions each week (see section on

attendance) of the module. Student should expect an average of 5 hours of out-of-class course activities each week for each credit of online coursework. Students should allow plenty of time to complete course academic requirements. The student should create a schedule and maintain that schedule to stay on track with his or her coursework. Consult the college catalog for course credits and hours.

4. Students are to post all weekly assignments and complete all course requirements by the designated due dates in the course outline. Students who have circumstances that prevent them from participating or completing an assignment on time must communicate with the course instructor.

5. Participation is documented through a variety of components. Of significant importance is participation and engagement with fellow students through the discussion forums. Discussion forums may be worth up to 20% of the overall course grade, and relies on completion of the required postings. Postings that are inappropriate or are of no academic substance will not be counted. Meaningful dialogue is the cornerstone of online learning.

6. Students are expected to provide specific feedback in the Course Evaluation at the end of each course. The institution welcomes candid and appropriate feedback from students.

7. Students are expected to utilize credible resources when researching subjects for course papers, projects, etc. Online library resources are available, including help from the college's librarian. Students are expected to use the college's library whenever possible.

8. Plagiarism and cheating are not tolerated.

9. Student complaints and grievances are addressed in accordance with the complaints and grievances procedures identified in the college catalog.

Student Online Attendance Requirements and Procedures

1. New students must log in regularly, participate in their course(s) a minimum of three times,

and submit their completed assignment in the first week of the term or their enrollment will be terminated

2. It is required that students log in and participate each week. Students are required to participate in discussions each week of the module by posting a response to the questions posted by instructors. It is suggested that students check the threaded discussions on a daily basis to continue dialogue by responding to those who have posted to previous postings.

3. Students who are unable to meet the attendance requirements must communicate immediately with the instructor. Instructors may make provisions to accommodate students based on the circumstances. Special provisions will not be made for students who procrastinate.

4. Students not logging into class and participating in the course for 14 consecutive days will be dropped from school.

5. Online instructors may bring student attendance issues to the Provost for assistance in making contact with the student if the student is concurrently enrolled online and on-ground.

Student Guidelines and Procedures for Online Communication

1. Use inclusive language whenever communicating with others. A student must always communicate with best intentions and assume the same when another student communicates. The use of emoticons can be helpful.

2. Students must consistently practice excellent communication skills. Use resources to check word usage, grammar, punctuation, and capitalization. Strive for high-quality written work in the discussion area, assignments, projects, exams, etc. Students are required to use complete sentences and appropriate capitalization. Using all capitals or all lower case is unacceptable. It is strongly suggested that students type their discussion postings in Word, check for grammar and spelling, then paste them in the discussion area.

3. It's important for students to get introduced to their peers in each class. Make a point to get to know someone personally and academically. Make a point to include someone who appears to be "sitting on the sidelines." Ask for his or her opinion and promote meaningful discussion.

4. Instructors respond to student inquiries in 24-48 hours. If an instructor does not respond to a student's communication within 48 hours assume there is a technical problem. Try calling the instructor or the Help Desk.

Online Certifications and Licenses

The University's educational programs lead to knowledge and skills for a stated major. Certifications and licenses are generally issued by a public or private entity that may change their requirements for certification or licensure at any time. Therefore, the University cannot guarantee that its educational programs will necessarily be sufficient to obtain any certification or license issued by a public or private agency. Students should check with the state(s) where they are interested in working to determine certification and licensure requirements for that state. We encourage students to pursue certification and licensure and will reimburse students or graduates up to $500 for the cost of certifications and licenses. The institution makes no representation that a student will be able to pass certification or licensing examinations or as to a specific outcome resulting from a student's successfully obtaining or passing a certification or license examination. Certification is available for the Medical Assisting programs through the National Certification and Competency Testing organization and the National Healthcareer Association. Certification for Computer programs are available through Prometric in Microsoft, Novell, Cisco, A+, Network +, Server +, Linux +, Mouse, Security+, and CEH (certified ethical hacking). Business program students may pursue Microsoft Office Specialist certifications. An available certification for Bachelor's level business and accounting programs is QuickBooks.

Online Externship Requirements

Externships should be attended during normal office hours. Students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the institution, the state, accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

There may be situations where a student desires a specific certification following graduation that requires the completion of externship hours or clinical work beyond what is offered in the program. The Institution will assist the graduate with these requirements but makes no promise or guarantee as to the availability of additional externship sites or clinical opportunities.

If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

Independence University Residency Program for Associate of Occupational Studies Degree - Medical Assisting: All Medical Assisting students will be required to complete a weekend Residency program prior to starting clinical hours for the Externship (EXT)

courses. The Residency program will be completed in person at a location and on a date chosen by the University. This Residency program will be completed with peers under faculty supervision.

Essential clinical skills covered in Residency workshop will include (but are not limited to) the application of skills learned through class such as: drawing blood, taking and recording vital signs, giving injections and basic lab procedures. The Residency program will be conducted periodically throughout the year and scheduled over a weekend from Friday to Sunday. The University will provide air travel, accommodations, ground transportation at the residency location, and meals. Students will be responsible for incidental costs and transportation to and from the departing airport.

Online Tuition and Fees

No out-of-state tuition requirements apply.

Associate's Programs	Total Tuition Charges (Based on # of quarter credits)
Business	$39,425
Medical Assisting	$42,940
Bachelor's Programs	
Accounting	$74,700
Business Administration	$74,700
Graphic Arts	$74,664
Health Services Management	$74,700
Cybersecurity and Networking	$74,727
Software and Mobile Applications Development	$74,520
Web Design and Development	$74,700
Bachelor's Completion	
Nursing Completion	$28,188
Respiratory Care Completion	$28,224
Master's Programs	
Business Administration	$29,160
Information Systems	$29,160
Nursing Administration	$29,064
Nursing Education	$29,120

Online Military Funding

Applicants who plan to use Veteran Affairs (VA) benefits to pay for tuition may provide a certificate of eligibility on or before the first day of the program. Depending on the benefits available, you may also need to make arrangements to pay the amount that is the difference between the amount of the tuition and the amount of the VA education benefit disbursement.

We have reviewed and are in compliance with 38 USC 3679(e) that went into effect on August 1, 2019. For more information on this, please contact the VA department for your campus.

For active duty military personnel and their spouses, National Guard personnel and their spouses, military reservists and their spouses, and Department of Defense/Veteran Administration employees and their spouses and adult children, the regular tuition will be discounted across the board to a level that will be equivalent to $250 per credit hour for all associate's, bachelor's, and master's programs. Those receiving this discount shall not be eligible to receive any scholarships offered by the University.

Learning materials including e-books are loaned at no charge for all programs. The cost of uniforms and laboratory supplies for the health sciences programs are included in tuition.

In the event a check is returned for any reason, a $35 charge will be made to the student's account. Refund calculations are complex. For further information and examples, read the catalog, and visit our Financial Aid office.

Online Financial Aid

Funding Tuition

As of April 23, 2021, the U.S. Department of Education has placed Stevens-Henager College and Independence University on Heightened Cash Monitoring 2 ("HCM2"). Under the HCM2 method of payment, Stevens-Henager College/Independence University may continue to obligate funds under the federal student financial assistance programs authorized by Title IV. The institutions will continue to disburse institutional funds to eligible students.

The institution offers individual financial planning sessions for each student and family. The institution participates in the Title IV Federal Financial Aid Program that includes Federal Pell Grants, Federal Parent Loans for Undergraduate Study, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Lending program. All students must have an appointment with the Finance Department prior to starting school to arrange payment of tuition.

Prospective students may request a Student Financial Aid Guide, a Financial Aid Consumer Information packet, and other pertinent information and forms from the Finance Department. Private loans, scholarships, and electronic tuition payments are available to students to cover the cost of tuition as listed below. The institution will work with any bank that the student wishes to use for student alternative private loans, in addition to those banks and programs listed below. Please see the local campus Financial Aid office for information about specific lenders.

Students who are selected for verification of documentation for funding purposes regarding proof of high school graduation or equivalent (POG), may submit an unofficial proof of high school graduation with a signed Transcript Request Form if the student cannot provide a copy of their high school Diploma or GED. Once the student is able to access official POG, the student will have to provide it to the institution immediately. If the student does not provide this documentation in a timely manner, they will be dropped from school and all Title IV funds will be returned.

Educational Plan: This convenient budget plan uses a payment plan to help a student meet educational expenses.

Monthly payments made to a student's account while in school will reduce the principal balance and future interest charges. Interest will begin to accrue 45 days after graduation; if a student withdraws, interest will start accruing 45 days after the withdrawal. A five percent discount is applied when a student pays in full for at least one academic year or more. This discount does not apply to monthly or partial payments and does not apply to employer reimbursements.

- A $10 late fee will be assessed on accounts overdue more than 15 days.
- A $35 fee will be assessed for each returned check.

Note: Any holder of a consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/1976).

Online Scholarships and Grants

Application Requirements for Scholarships

Recipients must meet all admissions and financial requirements of the University for initial and continued enrollment. All scholarships include specific eligibility criteria and may be awarded only after application, determination of eligibility, and approval by the Institution.

A prospective student who is interested in applying for one of the scholarships will:

1. Complete a Scholarship Application Form
2. Sign an affidavit of eligibility
3. Submit an essay (approximately 500 words) on "How will earning a degree change my life?"

The requirements above apply to all scholarship programs except for the Academic, Bachelor's Degree, and Master's Degree scholarships which have their own application and selection criteria. To be considered for a scholarship or grant, the applicant must submit all of the required paperwork at least one week prior to the start of the prospective student's first module. The exceptions to this are applicants who are applying to the Bachelor's Degree Scholarship or Master's Degree Scholarship. Applicants to any of these scholarships have until the Friday prior to the start of the module to submit all the required application paperwork.

General Policies for Scholarships and Grants

Scholarships and Grants may only be awarded to new students. Exceptions to this are returning students who are moving up with Bachelor's or Master's degree programs.

A student may not receive multiple grants, scholarships, or a grant and a scholarship simultaneously from the institution; a student may receive only a single grant or a single scholarship from the Institution at any given

time. A student may have other external scholarships or grants in addition to the one awarded by our institution.

Scholarships and grants are non-transferable, apply to tuition only, and will not result in a cash payment to students. All scholarships and grants are waivers of tuition. The number of qualified applicants determines the total amount awarded by the campus in any academic year.

Available Scholarships

Bachelor's Degree Scholarship: A Bachelor's Degree Scholarship program is available for graduates of the Institution's Associate's degree programs. The scholarship award is $5,000. In order to qualify, the applicant must have graduated with an Associate's degree from the Institution with a 2.5 CGPA. Once awarded, a recipient has seven years from the time he/she graduated from the Associate's program to use the scholarship for one of our Bachelor's degree programs. To remain eligible for the Bachelor's Scholarship, a recipient must maintain a 3.0 cumulative GPA while in the Bachelor's program.

Master's Degree Scholarship: A Master's Degree Scholarship program is available for graduates of the bachelor's degree programs. The scholarship award is 50% of the cost of the master's degree program. In order to qualify, the applicant must have graduated with a bachelor's degree from one of our institutions with a 2.5 CGPA within three months before the Master's program start date. Once awarded, a recipient has one year from the time he/she graduated from the Bachelor's program to use the scholarship for one of our Master's programs. The tuition scholarship will be awarded upon graduation from the master's program.

To remain eligible for the Master's Scholarship, a recipient must maintain a 3.0 cumulative GPA while in the Master's program.

Grants

Family Grants: Family Grants will be awarded for 10% of the tuition remaining after transfer of credits if an applicant enrolls in a program offered by the Institution. The following criteria apply:

1. The Family Grant applies only to applicants who are immediate family members (father, mother, son, daughter, brother, sister, stepchild, or spouse) of either a graduate or a currently enrolled student past the false start period.

   In this case, a Family Grant is awarded to the current student and a separate Family Grant is awarded to the immediate family member.

   Any new student that has an immediate family member simultaneously start school **and is not false started.**

   In this case, a Family Grant is awarded to the new start and a separate Family Grant is awarded to the immediate family member.

2. Family Grants are applied to the student's tuition in the first module of every term.

3. Every enrolling family member is granted the Family Grant in an amount representing 10% of tuition.

4. The grant may not be combined with other institution scholarships or grants.

5. The grant applies to tuition only and does not result in a cash payment to the student or the student's immediate family member. This grant is not transferable to non-family members and is a waiver of tuition. If a recipient of the Family Grant withdraws or is terminated, he or she permanently forfeits the Family Grant award.

Clinical/Externship Sponsor Grant: Full-time employees of a clinical/externship sponsoring facility are eligible for a 33% tuition grant toward any currently offered degree program. A Clinical/Externship Sponsor Grant recipient must be a full-time employee of a sponsoring facility and must complete a clinical grant recipient disclaimer. The recipient remains eligible for the grant provided 1) he/she remains employed by the sponsoring facility and 2) the facility where the recipient works must remain a sponsoring facility. A grant recipient may transfer within our family of colleges or change programs but must still meet all eligibility requirements. The Clinical/Externship Sponsor Grant may not be combined with any other

grant or scholarships offered by the institution, is nontransferable, applies to tuition only, and does not result in a cash payment to the student.

Online Tuition Discounts

Matching Funds

Matching funds are available for students employed by an organization that reimburses its employees for educational costs. A student is eligible for matching funds only after providing written evidence that the student is being reimbursed for educational costs during the time frame in which he/she is an active student at the institution. A student whose status with the institution is active or graduate and who is employed by the organization may receive an amount of up to $5,000 for Associate's degrees or Bachelor's completion degrees, up to $10,000 for Bachelor's degrees, and up to $3,000 for Master's degrees. The matching funds allowance will not exceed the tuition reimbursement award of the employer and the maximum limit established by the institution. The matching funds will be posted to the student's account when the funds are received by the school and applied to the student's account up to the maximum limit. In the event that students transfer credits to the institution, the matching funds allowance will be reduced proportionally.

Online Refund Policy

All institutional refunds to students will be processed within 30 days of the Date of Determination of withdrawal. The Date of Determination is the earlier of:

a. The date the institution receives notice from the student that he/she is withdrawing;

b. The date the student's enrollment is terminated by the institution;

c. For a student who withdraws without notifying the institution, 14 calendar days following the student's last documented date of attendance/participation.

Institutional charges upon withdrawal or termination during the first term of the first academic year:

1. If you terminate after midnight of the fifth day of classes, but before completing more than 10% of the term, you are responsible for 10% of the tuition and the cost of any books not returned and uniforms issued.

2. If you terminate after completing more than 10% of the term but less than or equal to 25% of the term, you are responsible for 25% of the term's tuition and the cost of any books not returned and uniforms issued.

3. If you terminate after completing more than 25% of the term but less than or equal to 50% of the term, you are responsible for 50% of the tuition and the cost of any books not returned and uniforms issued.

4. If you terminate enrollment after completing more than 50% of the term but less than or equal to 75% of the term, you are responsible for 75% of the tuition and the cost of any books not returned and uniforms issued.

5. If you terminate enrollment after completing more than 75% of the term, you are responsible for all tuition, plus the cost of any books not returned and uniforms issued.

The following institutional charges apply upon withdrawal or termination during any subsequent term.

1. If you terminate during the first 25% of the term, you are responsible for 25% of the tuition and the cost of any books or computers not returned, and of uniforms issued.

2. If you terminate after completing more than 25% of the term but less than 50%, you are responsible for 50% of the tuition and the cost of any books or computers not returned, and of uniforms issued.

3. If you terminate after completing more than 50% of the term but less than 75%, you are responsible for 75% of the tuition and the cost of any books or computers not returned, and of uniforms issued.

4. If you terminate after completing more than 75% of the term, you are responsible for all tuition plus the cost of any books or computers not returned and of uniforms issued.

Any credit granted for prior education or training shall not impact this refund policy. Refund calculations are complex. For further information and examples, visit the institution's Financial Aid Office.

Military Tuition Assistance Refund Policy

For any student withdrawing from the institution who is receiving Tuition Assistance (TA) from the Department of Defense, the institution will return any unearned TA funds on a proportional basis through the 60 percent portion of the academic term of the program for which the funds were provided. TA funds will be earned proportionally during an academic term with unearned funds being returned based upon when a student stops attending.

If a refund is owed, the institution shall pay the refund to the person or entity that paid the tuition within 30 calendar days after the date of determination of withdrawal.

The institution will calculate the student's TA eligibility based on the last date of attendance using the following formula:

Proportion of the Academic Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Withdraw prior to the program start	100% return of funds
Withdraw after completing 1 to 10% of the academic term	90% return of funds
Withdraw after completing 11 to 20% of the academic term	80% return of funds
Withdraw after completing 21 to 30% of the academic term	70% return of funds

Proportion of the Academic Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Withdraw after completing 31 to 40% of the academic term	60% return of funds
Withdraw after completing 41 to 50% of the academic term	50% return of funds
Withdraw after completing 51 to 59% of the academic term	40% return of funds
Withdraw after completing at least 60% of the academic term	No return of funds

Return of Title IV Funds

If a student receives Title IV student financial assistance (Federal Pell Grants, Federal Supplemental Grants, Federal Family Education Loans), special rules apply when a student withdraws or is terminated. These rules are independent of the institution's refund policy. Thus, there may be cases in which the institution is required by the government to return Title IV funds even though such funds are needed to pay the student's institutional charges. In all cases, the student remains responsible for paying institutional charges as determined by the refund policy.

Earning and Returning Title IV Funds

Special rules apply for withdrawals and terminations when the student is a recipient of certain Title IV Federal Student Aid recipients. (Title IV aid includes Federal Pell Grants, Federal Supplemental Opportunity Grants, Direct Loans, and Federal PLUS Loans.)

Undergraduate programs use modules-within-terms for Financial Aid. Each term consists of four modules that are each 4-weeks in length. The academic year is considered to be two terms that are each 16 weeks in length. Each term is considered the payment period for Title IV funding.

For any student who withdraws during a payment period that begins after June 30, 2011 without completing all the days in the payment period, a Return to Title IV (R2T4) calculation must be performed according to Title IV regulations. If the student then re-enters prior to the end of that same payment period, the student is

eligible to receive any funds for which the student was eligible prior to the withdrawal if the enrollment status supports those amounts, including any returned funds.

If a student officially withdraws or is terminated by the institution, the last date of attendance will be used to calculate both refunds and the return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request the student will be withdrawn after 14 days of non-attendance/non-participation, and the last date of attendance will be used in all withdrawal calculations as the last date of the student's obligation.

The Return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period. The percentage of Title IV that has been earned is equal to the percentage of the payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance/participation). If the withdrawal date is after the completion of more than 60% of the period of enrollment, the student has earned 100% of the Title IV funds. If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days of the Date of Determination to the appropriate program. No additional disbursements will follow.

Refund Examples

Example: Assume that a first time enrollment student enrolled in a program and was charged $150 in fees. The student's start date for the payment period was 1/28/13 with an end date of 5/16/13. The Institution determined that the student attended into module 2, LDA 2/28/13. The student's loans and grants were fully disbursed for the payment period. The Institution terminated the student after 14 days of non-attendance, PELL was recalculated and unearned funds were returned.

Institutional Calculation

Loan Funds Disbursed	$4,703.00
Amount Earned by the Student (29.4%)	$893.00

PELL Funds Received for Full Time	$2,775.00
Amount Earned by the Student (8 credits attempted: Below 1/2 time)	$694.00
Total Unearned (Returned)	$2,081.00
Student Tuition Charged	$8,279.00
Less: 50% Tuition Refund	$4,139.50
Plus Administrative Fees	$150.00
Total Tuition and Fees Earned by University	$4,289.50
Funds Retained by University	$1,587.00
Balance Due University by Student	**$2,702.50**

Refund calculations are complex. For further information and examples, contact our financial aid office.

Online Degree Programs

The University reserves the right to vary the order in which courses are offered within each program, to update and make changes to the subject matter, schedules, and course material, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the

amount stated in the Enrollment Agreement.

Online Course Codes

Course Codes

ACC	Accounting
APP	Computer Applications
BIS	Business Information Security
CAP	Capstone
CMN	Communication
CSS	College Success Strategies
DGD	Digital Graphic Design
ECN	Economics
ENG	English
EXT	Externship
FIN	Finance
HCA	Healthcare Administration

Course Codes

HCS	Healthcare Science
HIM	Health Information Management
HIS	History
HRM	Human Resources Management
HSA	Health Services Administration
HSM	Health Services Management
HWP	Health & Wellness Promotion
ISS	Information Systems Security
MAN	Management
MAT	Mathematics
MBA	Master of Business Administration
MCS	Microcomputer Systems
MED	Medical
MIS	Management Information Systems
MKT	Marketing
MSC	Medical Specialties Clinical
NET	Networking
NUR	Nursing
OPS	Operating Systems
PHI	Philosophy
PHR	Pharmacy
PRG	Programming
PRO	Professionalism
PSY	Psychology
RAM	Research
RCM	Respiratory Care Management
RCP	Respiratory Care
SOC	Sociology
STA	Statistics
VWD	Visual Web Design

Online Definition of Credit

Academic credit is measured in quarter credit hours. Credits are based on the amount of time students spend in class, in a laboratory setting, on an externship, or in a combination of the three. Additionally, credits are based on the amount of time students spend on out-of-class activities such as readings, research, writing papers, and/or working on assignments and projects.

Students are enrolled in classes every four weeks. A clock hour is equal to 50 minutes of instruction. One-quarter credit hour is equivalent to a minimum of 10 clock hours in class, 20 clock hours in a laboratory, or 30 clock hours devoted to an externship, or a combination of the three. Students are expected to spend two hours working on out-of-class activities for every one hour in the classroom. For example, if a student is scheduled for 10 hours of classroom instruction in a week, he or she would be expected to spend 20 hours working on out-of-class activities. Therefore, it is very important that students budget their time to allow for completion of supplementary learning activities to ensure success in their studies.

Online Course Numbering System

For undergraduate programs, courses numbered 100 to 299 are considered basic to the learning process of the student. Courses numbered 300 to 499 are generally considered upper-level work. Master's program courses are numbered 500 to 699.

Online General Education Courses

General education courses are:

CMN 205	Communication and Public Speaking
CMN 206	Communication and Public Speaking Strategies
CMN 310	Advanced Interpersonal Communication
CMN 315	Advanced Interpersonal Communication
CMN 316	Advanced Interpersonal Communication Strategies
ECN 225	Microeconomics
ECN 226	Microeconomic Principles
ENG 105	English Writing Fundamentals

General education courses are:

Code	Title
ENG 106	English Writing and Composition
HIS 225	American History
HIS 226	United States History
HIS 300	U.S. History Since the Civil War
MAT 220	College Algebra
MAT 225	College Algebra
MAT 226	College Algebra Fundamentals
PHI 310	Critical Thinking
PHI 315	Critical Thinking
PHI 316	Logic and Critical Thinking
PHI 400	Modern Issues in Ethics
PSY 220	Psychology
PSY 250	Positive Psychology
PSY 255	Psychology and Emotional Intelligence
PSY 400	Biological Psychology
RAM 110	Research Application Methods
RAM 111	Research Application Methods
SOC 400	Sociology of Aging
SOC 420	Sociology and World Cultures
STA 322	Statistics
STA 325	Statistics
STA 326	Statistical Analysis

ONLINE SCHOOL OF HEALTHCARE

Associate of Occupational Studies:

Medical Assisting

Bachelor of Science:

Health Services Management

Bachelor of Science Completion:
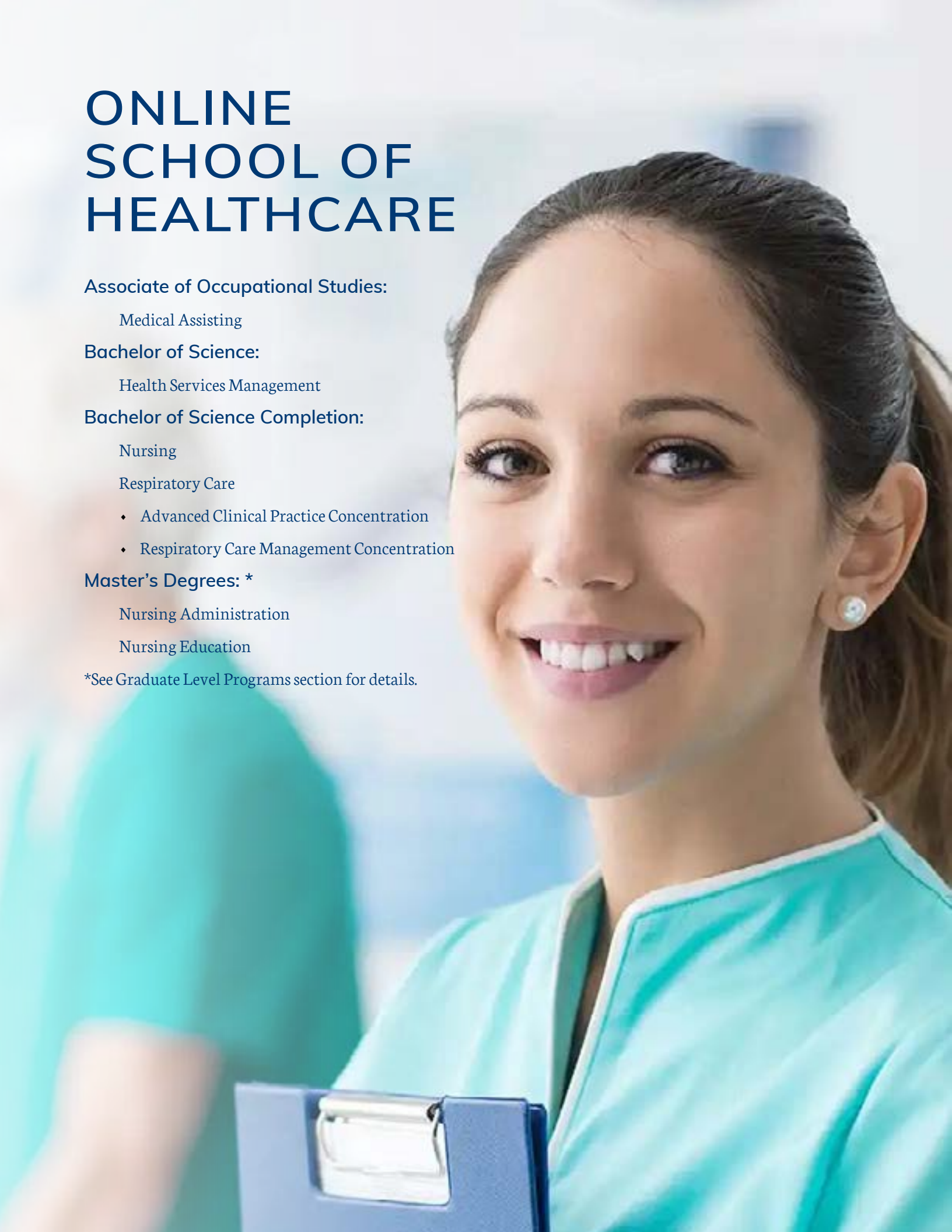
Nursing

Respiratory Care

- ◆ Advanced Clinical Practice Concentration
- ◆ Respiratory Care Management Concentration

Master's Degrees: *

Nursing Administration

Nursing Education

*See Graduate Level Programs section for details.

Medical Assisting

Online

19 Months

The Medical Assisting AOS degree program is designed to provide the students the knowledge and clinical skills for gaining entry-level employment in a medical facility in both administrative and clinical areas. Specific training is provided in preparing instruments and materials, vital signs, phlebotomy, medication preparation and administration, clinical documentation, and assisting the physician with exams and procedures. Training in computer and administrative skills is also provided as they pertain to electronic health records and medical office procedures. The student will be able to function independently with administrative duties as well as clinical duties and computer functions of the office.

Program Objectives:

Upon completion of this program, students demonstrate the primary duties of medical assistants in the front-office administrative and back-office clinical functions of a medical office, clinic, surgical center or hospital, which include:

- Completing patient history and measuring vital signs
- Assisting with patient examinations or treatments
- Giving patients injections as directed by the physician
- Collecting routine laboratory specimens and performing basic laboratory procedures
- Completing general medical office procedures including medical records and medical reception
- Demonstrating telephone techniques and communication skills

Course No.	Course Name	Credits
APP 112	Computer Fundamentals for Healthcare Professionals	5.0
CSS 106	Psychology of Motivation for Healthcare Professionals	5.0
CSS 296	Professional Development for Healthcare Professionals	5.0
EXT 106	Externship I	1.0
EXT 107	Externship II	1.0
EXT 108	Externship III	1.0
MED 101	Medical Terminology	5.0
MED 110	Introduction to Healthcare, Documentation, Law, and Ethics	5.0
MED 117	Medical Office Calculations	5.0
MED 121	Medical Asepsis and Electrocardiography	5.0
MED 130	Medical Front Office Procedures	5.0
MED 215	Medical Coding	5.0
MED 285	Musculoskeletal, Nervous, and Integumentary Systems	5.0
MED 286	Cardiac and Respiratory Systems	5.0
MED 287	Endocrine, Urinary, and Reproductive Systems	5.0
MED 288	Lymphatic, Immune, and Digestive Systems	5.0
MED 298	Medical Assisting Capstone	2.0
MSC 295	Clinical Procedures	5.0
PHR 155	Pharmacology and Injections	5.0

General education courses:

Course No.	Course Name	Credits
CMN 206	Communication and Public Speaking Strategies	5.0
ENG 106	English Writing and Composition	5.0

General education courses:

PSY 255	Psychology and Emotional Intelligence	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**95**

All students will be required to complete a weekend Residency program prior to starting clinical hours for the Externship courses (EXT 106, EXT 107, and EXT 108). The Residency program will be completed in person at a location and on a date chosen by the University. The Residency prepares students with essential skills to complete the remaining hours of the Externship at a specific clinical site.

The externship courses in this program are credit-earning courses. All students must complete 100 hours of externship in order to graduate. Students will generally complete their externship at a doctor's office, clinic, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients on general medical procedures and practice, such as taking vital signs, completing a patient history, performing phlebotomy and basic lab tests, and professional communication as a healthcare team member. Although externships are not required by most states for subjects taught in the Medical Assisting program, they are a requirement for graduation.

The clinical site will be used for all necessary clinical rotations. Since continuity within clinical sites is of the utmost importance for student success, site changes should occur only under extenuating circumstances (for example, if a student moves to another state or if another facility is needed to complete all procedural competency evaluations). IU does not guarantee immediate clinical placement in the event an additional clinical site is needed.

If a clinical site requests that a student be removed from the site, every effort will be made to secure another site if the reason for removal does not require that the student be dropped from the program. This may take some time, depending on the availability of a site within the student's immediate area. If a second clinical site requests that a student be removed from the site, the student will be dropped from the program.

Licensure or certification may be required for employment in some states for the graduates of this program. Please see employment requirements by state on our web site under consumer information: http://www.independence.edu/consumer-information.

Health Services Management

Online

36 Months

The Bachelor of Science in Health Services Management is designed to provide healthcare practitioners and others with the skills and competencies to function in administrative positions in hospitals, clinics, long-term care facilities, and related businesses. This program is designed to help the healthcare professional develop skills in operations management, financial management, and human resource management. Students will demonstrate the ability to communicate, maintain compliance, and represent themselves professionally. Graduates are prepared to assume increased administrative responsibilities with an understanding of the larger, more complex system in which they work.

Course No.	Course Name	Credits
APP 112	Computer Fundamentals for Healthcare Professionals	5.0
CSS 106	Psychology of Motivation for Healthcare Professionals	5.0
CSS 296	Professional Development for Healthcare Professionals	5.0
HSM 100	Introduction to Healthcare Systems	5.0
HSM 105	Medical Terminology	5.0
HSM 110	Anatomy and Physiology	5.0
HSM 115	Introduction to Healthcare and Healthcare Documentation	5.0
HSM 120	Legal and Ethical Aspects of Healthcare Administration	5.0
HSM 130	Healthcare Professional Practice Standards	5.0
HSM 200	Accounting for Healthcare Professionals	5.0
HSM 205	Principles of Epidemiology	5.0

Course No.	Course Name	Credits
HSM 210	Public Health Communication	5.0
HSM 220	Leadership Theory in Healthcare	5.0
HSM 230	Interdisciplinary Healthcare Communication	5.0
HSM 240	Administrative Skills for the Healthcare Provider	5.0
HSM 300	Pharmacology in Healthcare Systems	5.0
HSM 322	Healthcare Marketing	5.0
HSM 325	Healthcare Economics and Policy	5.0
HSM 330	Coding Applications in Healthcare Management	5.0
HSM 340	Management Issues in Healthcare Systems	5.0
HSM 350	Evidence-Based Practice in Healthcare	5.0
HSM 400	Healthcare Documentation Technology Management	5.0
HSM 412	Financial Management in Healthcare	5.0
HSM 425	Quality Performance Management and Methods in Healthcare	5.0
HSM 440	Human Resources in Healthcare	5.0
HSM 480	Healthcare Planning and Operational Management	5.0
HSM 492	Healthcare Capstone	5.0

General education courses:

Course No.	Course Name	Credits
CMN 206	Communications and Public Speaking Strategies	5.0
CMN 316	Advanced Interpersonal Communication Strategies	5.0
ECN 226	Microeconomic Principles	5.0
ENG 106	English Writing and Composition	5.0
HIS 226	United States History	5.0

General education courses:

MAT 226	College Algebra Fundamentals	5.0
PHI 316	Logic and Critical Thinking	5.0
RAM 111	Research Application Methodologies	5.0
STA 326	Statistical Analysis	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains general education courses in mathematics, writing, and speech.

The University reserves the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

BACHELOR OF SCIENCE COMPLETION DEGREE
Nursing

Online

24 Months

The Registered Nurse upgrade to a Bachelor of Science in Nursing program prepares registered nurses (RNs) to meet the many changes in the healthcare field by expanding and enhancing their nursing education. Available only to registered nurses, this program prepares graduates for leadership roles and graduate study in nursing. The graduate is prepared to utilize theory and research-based knowledge in the provision of care to clients, families, and communities in a global society, with flexibility to adapt to the changing nature of healthcare and healthcare roles. The graduate is also prepared to integrate care across multiple settings, managing interactions between and among components of the integrated network of healthcare services. The graduate will be prepared for positions in community-

health clinics, private practice, hospitals, and patient-care facilities.

Associate of Nursing Degree students from affiliated schools may be enrolled concurrently.

Course No.	Course Name	Credits
HCA 300	The Healthcare System	4.0
MAN 444	Human Resources Management	4.0
NUR 302	Professional Role Development	4.0
NUR 303	Theoretical Foundations in Nursing	4.0
NUR 304	Health Assessment	4.0
NUR 305	Health Promotion and Disease Prevention	4.0
NUR 306	Pharmacology	4.0
NUR 307	Community and Family Health	4.0
NUR 308	Concepts of Professional Nursing	4.0
NUR 401	Psychological Aspects of Illness and Disability	4.0
NUR 402	Critical Issues in Nursing	4.0
NUR 403	Nursing Informatics	4.0
NUR 404	Instructional and Evaluation Methods of Nursing Education	4.0
NUR 405	Nursing Management and Leadership	4.0
NUR 406	Managed Healthcare	4.0
NUR 407	Utilization Management	4.0
NUR 408	Legal and Ethical Aspects of Healthcare Administration	4.0
NUR 409	Evidence-Based Practice	4.0
NUR 412	Introduction to Nursing Research	4.0
NUR 413	Nursing Practicum	4.0
NUR 490	Capstone Project	4.0

General education courses:

CMN 310	Advanced Interpersonal Communication	4.0
HIS 300	U.S. History Since the Civil War	4.0
MAT 220	College Algebra	4.0
PHI 310	Critical Thinking	4.0
PHI 400	Modern Issues in Ethics	4.0
PSY 400	Biological Psychology	4.0
SOC 400	Sociology of Aging	4.0
STA 322	Statistics	4.0
TOTAL MINIMUM NUMBER OF CREDITS:		**116.0**

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

All colleges offer a choice of programs and majors designed to prepare students for a particular career in the fields of healthcare and modern business.

Additional programs are offered at affiliated colleges. See the program descriptions in this catalog for further information.

The University reserves the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

BACHELOR OF SCIENCE COMPLETION DEGREE

Respiratory Care
with an Advanced Clinical Practice concentration or Respiratory Care Management concentration

Online

20 Months

The Bachelor of Science in Respiratory Care degree program with the choice of concentration in Advanced Clinical Practice or Respiratory Care Management provides students with the necessary skills to advance into a supervisory/management, patient education, clinical specialist, case management, or advanced clinical practitioner position in a variety of healthcare facilities, or in an environment specific to the field of respiratory care.

The curriculum focuses on management, advanced clinical care, and current issues and trends in healthcare. The program includes a general education component, and concepts in respiratory care specialties of acute and critical care, emergency care, perinatal and pediatrics, research and evidence-based medicine, patient education, case management, and cardiopulmonary diagnostics.

Admissions requirements for this program are listed in the Admissions section of this catalog.

Course No.	Course Name	Credits
RCP 305	Healthcare Research	5.0
RCP 311	Health Professional as Educator	5.0
RCP 315	Principles and Practices of Disease Management	5.0
RCP 332	Cardiopulmonary Critical Care Case Management	5.0
RCP 338	Case Management across the Continuum of Care	5.0
RCP 355	Preparedness and Emergency Response	5.0
RCP 362	Advances in Critical Care Medicine	5.0
RCP 372	Advanced Pharmacology and Cardiopulmonary Diseases	5.0
RCP 490	Advanced Respiratory Care Seminar	3.0

General education courses:

CMN 315	Advanced Interpersonal Communication	5.0
MAT 400	Algebra and Mathematical Models	5.0
PHI 315	Critical Thinking	5.0
SOC 420	Sociology and World Cultures	5.0

General education courses:

STA 325	Statistics	5.0

Advanced Clinical Practice Concentration education courses:

RCP 400	Critical Care Patient Assessment	5.0
RCP 405	Cardiopulmonary Theory and Diagnostics	5.0
RCP 416	Advanced Cardiopulmonary Pathology	5.0
RCP 425	Advanced Cardiopulmonary Pharmacology	5.0
RCP 480	Advanced Neonatal-Pediatric Pathophysiology	5.0
RCP 488	Advanced Patient Care Education	3.0

Respiratory Care Management Concentration education courses:

RCM 400	Respiratory Care Management and Leadership	5.0
RCM 405	Respiratory Care Marketing and Strategic Planning	5.0
RCM 410	Financial Management as a Manager	5.0
RCM 415	Healthcare Information Systems	5.0
RCM 425	Respiratory Care in a Managed Care Environment	5.0
RCM 482	Managing Long-Term Care across the Continuum	3.0
TOTAL MINIMUM NUMBER OF CREDITS:		**96.0**

ONLINE SCHOOL OF BUSINESS

Associate of Applied Science:

Business

Bachelor of Science:

Accounting

Business Administration

- Emphasis in Human Resources
- Emphasis in Marketing
- Emphasis in Technology

Master of Business

Administration (MBA)*

- Emphasis in Entrepreneurship

*See Graduate Level Programs section for details.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Business

NOT ACCEPTING APPLICATIONS AT THIS TIME

Online

19 Months

The Business program prepares students for a variety of positions within a business setting. Due to the diversity of the program courses, the student will build a foundation in accounting, marketing, finance, management, and professional success. Objectives of the program are as follows: providing the student with an integrated understanding of business and economic concepts and how these concepts relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning, decision-making, and other management functions; the capacity to implement and adapt to change; and development of analytic thinking and leadership style. Graduates are employed in entry-level positions as bookkeepers, clerical assistants, and customer service professionals.

Course No.	Course Name	Credits
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
ACC 114	Payroll Accounting & Human Resources and Policies	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 105	Psychology of Motivation	5.0

Course No.	Course Name	Credits
CSS 295	Professional Development	5.0
FIN 235	Principles of Business and Personal Finance	5.0
HRM 211	Introduction to Human Resource Management	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0
MAN 113	Management Principles & Professional Success	5.0
MAN 115	Marketing & Business Etiquette	5.0
MAN 215	Entrepreneurship, Motivation, and Leadership	5.0
MAN 234	Business Law and Ethics	5.0
MKT 235	Technology in Marketing and Branding Strategy	5.0

General education courses:

Course No.	Course Name	Credits
CMN 205	Communication and Public Speaking	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
MAT 225	College Algebra	5.0
RAM 110	Research Application Methods	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**95.0**

BACHELOR OF SCIENCE DEGREE

Accounting

Online

36 Months

The Accounting Bachelor's degree program prepares the graduate for entry into positions with public accounting firms and similarly challenging positions with private, governmental, and non-profit organizations. The objectives of the major are to provide the graduate with an understanding of business and financial concepts and how they relate to professional accounting and include the principles of federal taxation, auditing, and accounting for small business and corporations. Accounting graduates are employed in entry-level to mid-level positions as office managers, accounting specialists, accounting technicians, or bookkeepers.

SOC codes: 13-2061, 13-2081

Course No.	Course Name	Credits
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
ACC 114	Payroll Accounting & Human Resources and Policies	5.0
ACC 221	Fundamentals of Accounting	5.0
ACC 222	Computerized Accounting Systems	5.0
ACC 230	Managerial Accounting & Introduction to Cost Accounting	5.0
ACC 251	Individual Income Tax	5.0
ACC 300	Principles of Financial Accounting in Computerized Systems	5.0
ACC 325	Intermediate Accounting I - Revenue Recognition Principles	5.0
ACC 330	Intermediate Accounting II - Current and Fixed Asset Management	5.0
ACC 331	Intermediate Accounting III - Debt and Equity Accounting	5.0

Course No.	Course Name	Credits
ACC 355	Advanced Financial Statement Reporting and Analysis	5.0
ACC 401	Accounting for Business Combinations	5.0
ACC 402	Accounting for Partnerships	5.0
ACC 403	Accounting for Non-Profit and Government Organizations	5.0
ACC 452	Federal Income Tax for Organizations	5.0
ACC 460	Auditing Planning and Procedures	5.0
ACC 480	Research Capstone: IFRS & GAAP	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
FIN 235	Principles of Business & Personal Finance	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0
MAN 113	Management Principles & Professional Success	5.0
MAN 215	Entrepreneurship, Motivation, and Leadership	5.0
MAN 225	Project Management	5.0
MAN 234	Business Law and Ethics	5.0

General education courses:

Course No.	Course Name	Credits
CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
HIS 225	American History	5.0

General education courses:

MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

Forensic Accounting emphasis

The emphasis in Forensic Accounting prepares students to enter the accounting industry as fraud investigators and to assist in legal proceedings. Topics of discussion will include behavioral research, fraud examination, interview techniques and strategies, analyzing relevant criminal and civil laws and adherence to legislation and corporate governance. Possible areas of employment as a forensic accountant include private or governmental organizations, including law enforcement, the Federal Bureau of Investigation, the Department of Homeland Security, the Securities and Exchange Commission and state and local agencies.

Forensic Accounting education courses:*

ACC 361	Introduction to Fraud Examination	5.0
ACC 362	Legal Elements in Fraud Examination	5.0
ACC 461	Advanced Fraud Examination Techniques	5.0
ACC 462	Ethics, Compliance, and Corporate Governance	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

*The Forensic Accounting courses replace the following courses: ACC 230, ACC 300, ACC 355, and ACC 452.

Business Administration

Online

36 Months

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance and to provide the graduate with an integrated understanding of business and economic concepts and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as office managers, account managers, small business developers, human resource assistants, or sales managers.

SOC codes: 11-1021, 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

Course No.	Course Name	Credits
ACC 113	Introduction to Accounting & Workplace Relationships	5.0
ACC 114	Payroll Accounting & Human Resources and Policies	5.0
ACC 201	Accounting for Non-Accountants	5.0
APP 110	Business Computer Fundamentals	5.0
APP 111	Practical Business Spreadsheets	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
FIN 235	Principles of Business & Personal Finance	5.0
HRM 211	Introduction to Human Resources Management	5.0
MAN 111	Introduction to Business & Job Search Skills	5.0

Course No.	Course Name	Credits
MAN 113	Management Principles & Professional Success	5.0
MAN 115	Marketing & Business Etiquette	5.0
MAN 205	Supervision, Conflict, Negotiations, and Accountability	5.0
MAN 215	Entrepreneurship, Motivation, and Leadership	5.0
MAN 225	Project Management	5.0
MAN 234	Business Law and Ethics	5.0
MAN 235	Advertising Fundamentals and Strategies	5.0
MAN 301	Business Communication	5.0
MAN 325	Operations Management & Problem Solving	5.0
MAN 336	Retail Marketing Organization and Processes	5.0
MAN 355	Strategic and Operational Management Planning	5.0
MAN 435	Sales and Customer Relationship Management	5.0
MAN 440	Organizational Design, Evolution and Change Management	5.0
MAN 445	Human Resources Standards, Strategy, and Management	5.0
MAN 455	International Business Management	5.0
MAN 499	Business Capstone	5.0
MKT 235	Technology in Marketing and Branding Strategy	5.0

General education courses:

CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0

General education courses:

HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

Human Resources emphasis

Students earning an emphasis in Human Resources will be prepared to apply business principles to the strategic function of human resources management. Topics for discussion include sourcing, recruiting, hiring, retention, talent mapping, training and developing employees, benefits and compensation policies, employment law, organizational development, and conflict resolution strategies. Possible areas of employment include entry-level positions such as human resources generalist, specialist positions in benefits, positions in staffing and recruiting, and human capital development and training.

Human Resources education courses:*

HRM 250	Workforce Management, Labor Issues, and Dispute Resolution	5.0
HRM 340	Human Resources Training and Development	5.0
HRM 450	Compensation and Benefit Administration	5.0
HRM 460	Employee Recruitment and Retention	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

*The Human Resources courses replace the following courses: MAN 235, MAN 336, MAN 435, MKT 235

Marketing emphasis

Students earning an emphasis in Marketing will be prepared to apply the emerging technologies of social

media to meet business goals. Topics of discussion will include emerging technologies, utilizing technologies for communication with internal and external stakeholders, leveraging the technology for sales and marketing purposes, and driving organizational and cultural change. Possible employment areas are expanded to include entry-level positions in retail product and services marketing, office management, advertising, or office administration.

Marketing education courses:*

MKT 260	Marketing Channels	5.0
MKT 340	Brand Marketing Strategy	5.0
MKT 350	Consumer Behavior	5.0
MKT 360	Content Marketing	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

*The Marketing courses replace the following courses: MAN 215, MAN 355, MAN 445, and MAN 455

Technology emphasis

Students earning an emphasis in technology will be prepared to apply technology skills to achieve business goals. Emphasis is placed on preparing students to become certified in computer applications, networking, maintenance, and security. Possible employment areas include business manager, office manager, IT manager, and service technician manager.

Technology education courses:*

BIS 250	Database Management	5.0
BIS 335	Computer Networks & Security	5.0
BIS 360	Data Communications & Management	5.0
BIS 400	Advanced Management of Information systems	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

*The Technology courses replace the following courses: MAN 235, MAN 336, MAN 435, and MAN 455

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

The University reserves the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.
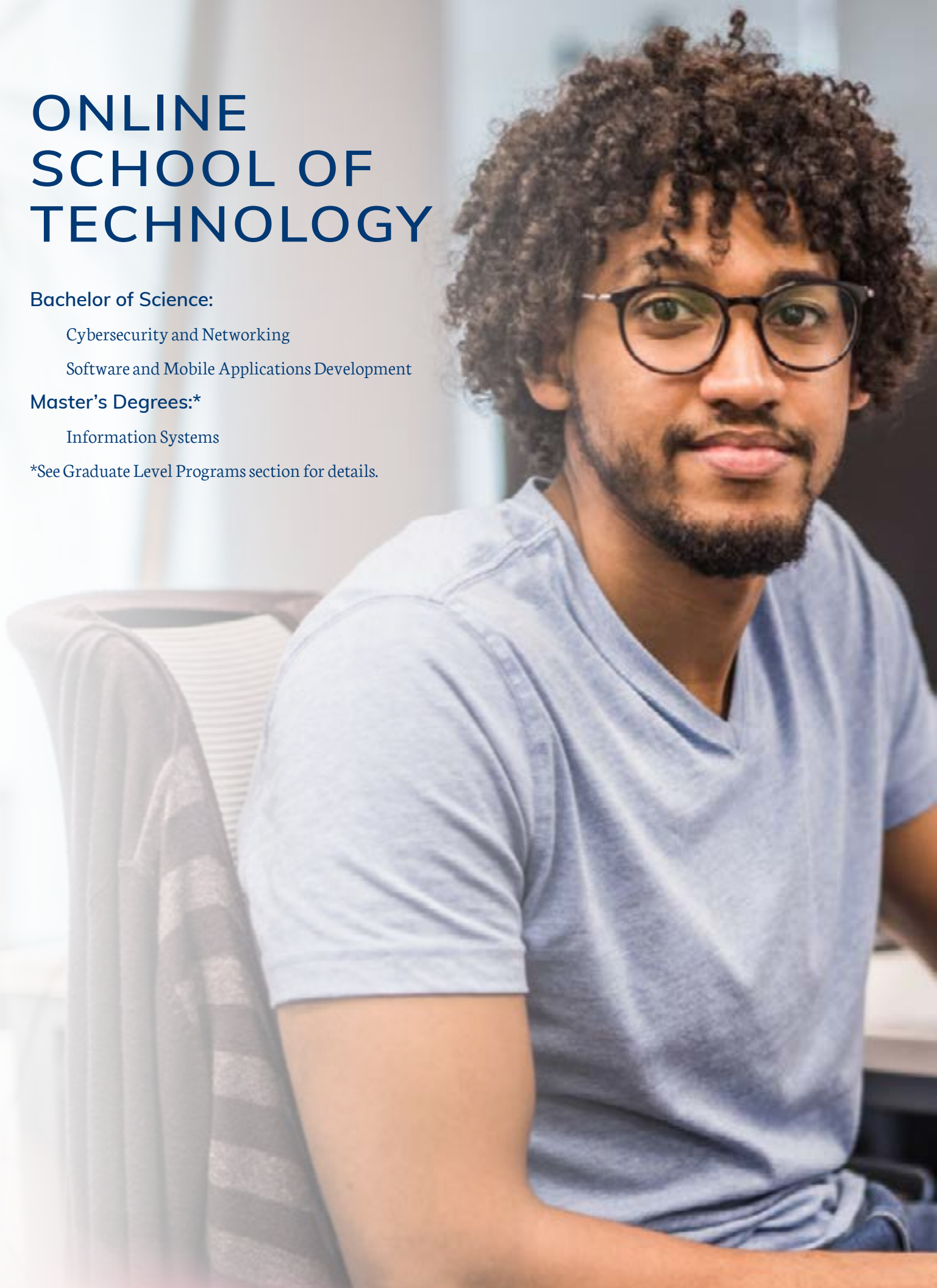
ONLINE SCHOOL OF TECHNOLOGY

Bachelor of Science:

Cybersecurity and Networking

Software and Mobile Applications Development

Master's Degrees:*

Information Systems

*See Graduate Level Programs section for details.

BACHELOR OF SCIENCE DEGREE

Cybersecurity and Networking

Online

36 Months

The Bachelor of Science in Cybersecurity and Networking degree program is designed to graduate a computer science professional whose diverse practical and theoretical knowledge will guide the future of networking and information systems security in business and industry. Objectives of the program are to ensure competencies at complex levels of computer information systems operations, administration, and management, including networking, database management, client interface, information security, and information protection. Cybersecurity and Networking graduates are employed in entry-level to mid-level positions as network administrators, project managers, systems analysts, security experts, entrepreneurs, systems administrators, security technicians, operating systems administrators, security forensics and defense mechanisms technicians, computer systems analysts, information security analysts, computer network support specialists, computer user support specialists, computer network architects, network and computer systems administrators.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CAP 495	Capstone	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
ISS 225	Computer Law	5.0
ISS 315	Information Security Management	5.0
ISS 325	Ethical Hacking	5.0
ISS 335	Threat and Defense Mechanisms	5.0
ISS 425	Cryptographic and Cipher Technologies	5.0

Course No.	Course Name	Credits
ISS 435	Computer Forensics	5.0
MCS 100	Introduction to Hardware and Firmware	5.0
MCS 105	Introduction to Operating System Installation and Configuration	5.0
MCS 200	Introduction to Server Administration	5.0
MCS 300	Advanced Server Administration	5.0
NET 100	Introduction to Networking Concepts	5.0
NET 105	Intermediate Networking Concepts	5.0
NET 220	Introduction to Security Concepts	5.0
NET 225	Intermediate Security Concepts	5.0
NET 300	Network Communications: Architecture, Structure, and Functions	5.0
NET 305	Network Communications: Small Networks	5.0
NET 320	Cloud and Mobile Computing Concepts	5.0
NET 400	Network Communications: Large Networks	5.0
NET 405	Network Communications: WAN Technologies	2.5
NET 410	Network Communications: Network Services	3.0
NET 420	Information Storage	5.0
OPS 105	Introduction to Operating Systems	5.0
OPS 110	Linux Operating Systems I	5.0
PRG 105	Technical Project Management	5.0

General education courses:

CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0

General education courses:

Course No.	Course Name	Credits
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.5**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains generation education courses in mathematics, writing, and speech.

BACHELOR OF SCIENCE DEGREE

Software and Mobile Applications Development

Online

36 Months

The Bachelor's degree program in Software and Mobile Applications Development prepares graduates to gain the skills necessary to succeed in the field of developing desktop, web, and mobile applications, using several programming languages, and using the systems development life cycle. Students learn to develop, create, and modify general computer applications software or specialized utility programs, analyze user needs and develop software solutions, and design software or customize software for client use with the aim of optimizing operational efficiency and user experience. Graduates will also be able to analyze and design databases, working individually or coordinating database development as part of a team, and supervise computer programmers. Possible employment areas include entry-level to mid-level positions as software engineers, software developers, web developers, mobile applications developers, computer programmers, project managers, database administrators, data analysts, computer and information research scientists, or quality assurance analysts and testers.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CAP 495	Capstone	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
ISS 225	Computer Law	5.0
OPS 105	Introduction to Operating Systems	5.0
PRG 105	Technical Project Management	5.0
PRG 110	Programming Logic and Design	5.0
PRG 115	Web Development Foundations	5.0
PRG 150	Introduction to SQL	5.0
PRG 210	Introduction to C++	5.0
PRG 215	Introduction to C#	5.0
PRG 245	Database Programming	5.0
PRG 255	HTML and Java Script Essential Training	5.0
PRG 300	Software Testing	5.0
PRG 306	Web and Software Security	5.0
PRG 311	Advanced ASP.NET Concepts	5.0
PRG 315	Systems Analysis and Design	5.0
PRG 316	User Interaction Design	5.0
PRG 320	Cloud Scripting	5.0
PRG 325	Mobile Applications Development I	5.0
PRG 332	Mobile Applications Development II	5.0
PRG 345	Database Programming: PHP with MySQL	5.0
PRG 355	Web Project Workflows	5.0

Course No.	Course Name	Credits
PRG 411	Ruby on Rails	5.0
PRG 450	Object Oriented Programming I	5.0
PRG 455	Object Oriented Programming II	5.0

General education courses:

CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
HIS 225	American History	5.0

MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains general education courses in mathematics, writing, and speech.
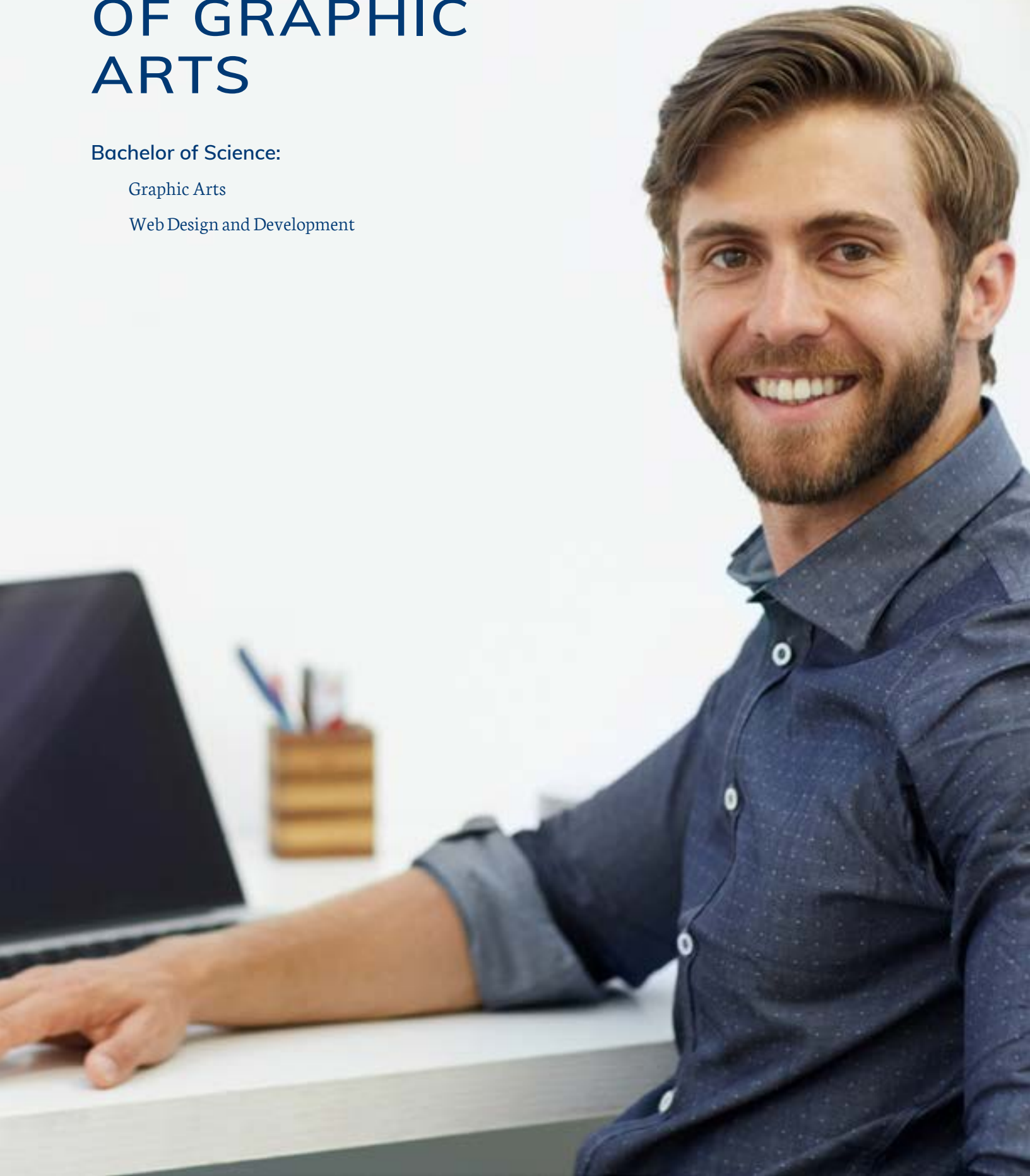
ONLINE SCHOOL OF GRAPHIC ARTS

Bachelor of Science:

Graphic Arts

Web Design and Development

BACHELOR OF SCIENCE DEGREE

Graphic Arts

Online

37 Months

The Bachelor of Science in Graphic Arts degree program prepares students to plan, analyze, and create visual solutions to print and digital communication challenges. Learning a combination of both software skills and visual theory methodologies enables students to produce effective messaging using color, type, illustration, and photography in various layout techniques. Graduates can seek employment in advertising agencies, design studios, publishing houses, or corporate communication departments in entry-level positions as marketing assistants, production artists, entry-level graphic designers, junior graphic designers, graphic designers, or freelance designers.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0
DGD 101	Introduction to Digital Design Technology	5.0
DGD 104	Vector and Raster Design Tools	5.0
DGD 105	Page Layout and Typography I	5.0
DGD 106	Creative Design Process	5.0
DGD 140	Web Design I	5.0
DGD 160	Color Theory	5.0
DGD 204	Multimedia Design in Motion I	5.0
DGD 210	UX Design and Methodologies	5.0
DGD 220	Marketing and Brand Strategies I	5.0
DGD 230	Print and Digital Production Fundamentals	5.0

Course No.	Course Name	Credits
DGD 240	Client Management System Frameworks	5.0
DGD 260	Digital Imagery	5.0
DGD 265	Page Layout and Typography II	5.0
DGD 270	Multimedia Design in Motion II	5.0
DGD 275	Vector Illustration Design	5.0
DGD 299	Personal Branding and Marketing Strategies	5.0
DGD 305	Marketing and Brand Strategies II	5.0
DGD 310	Interactive Information Architecture	5.0
DGD 320	Icon Design	5.0
DGD 360	Advanced Digital Imagery	5.0
DGD 410	History of Communication Design	5.0
DGD 420	Multimedia Special Effect Design	5.0
DGD 450	Design Business Practices	5.0
DGD 490	Portfolio Preparation	3.0
MKT 235	Technology in Marketing and Branding Strategy	5.0

General education courses:

Course No.	Course Name	Credits
CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0

General education courses:

TOTAL MINIMUM NUMBER OF CREDITS:	**183.0**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains general education courses in mathematics, writing, and speech.

The University reserves the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

BACHELOR OF SCIENCE DEGREE

Web Design and Development

Online

36 Months

This program is designed to teach students the skills needed to produce interactive dynamic websites, web and mobile application prototypes that meet the UI/UX design guidelines, multimedia design, and animated digital content. Students are required to conceptualize, code, and publish their own standards-based content for various formats and platforms while working with the multiple languages used in interactive web design. Employment areas include entry-level and mid-level positions in web design, front-end development, web production specialist, and UI/UX design.

Course No.	Course Name	Credits
APP 110	Business Computer Fundamentals	5.0
CSS 105	Psychology of Motivation	5.0
CSS 295	Professional Development	5.0

Course No.	Course Name	Credits
DGD 104	Vector and Raster Design Tools	5.0
DGD 140	Web Design I	5.0
DGD 204	Multimedia Design in Motion I	5.0
DGD 210	UX Design and Methodologies	5.0
DGD 240	Client Management System Frameworks	5.0
DGD 260	Digital Imagery	5.0
DGD 270	Multimedia Design in Motion II	5.0
DGD 320	Icon Design	5.0
DGD 420	Multimedia Special Effect Design	5.0
DGD 450	Design Business Practices	5.0
MKT 235	Technology in Marketing and Branding Strategy	5.0
VWD 101	Introduction to Front End Web Development	5.0
VWD 190	HTML/CSS Basic Syntax and Structure	5.0
VWD 195	Scripting Languages I	5.0
VWD 210	Project Management for the Web Design Process	5.0
VWD 214	Database Building with MySQL	5.0
VWD 225	Server Side Scripting I	5.0
VWD 295	Animation Scripting	5.0
VWD 299	Personal Branding and Marketing Strategies for Web Design	5.0
VWD 320	Responsive Web Design	5.0
VWD 325	Server Side Scripting II	5.0
VWD 350	Creativity with HTML5 and CSS3	5.0
VWD 395	Scripting Languages II	5.0
VWD 490	Front End Web Design and Development Portfolio	5.0

General education courses:

CMN 205	Communication and Public Speaking	5.0
CMN 315	Advanced Interpersonal Communication	5.0
ECN 225	Microeconomics	5.0
ENG 105	English Writing Fundamentals	5.0
HIS 225	American History	5.0
MAT 225	College Algebra	5.0
PHI 315	Critical Thinking	5.0
RAM 110	Research Application Methods	5.0
STA 325	Statistics	5.0
TOTAL MINIMUM NUMBER OF CREDITS:		**180.0**

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains general education courses in mathematics, writing, and speech.

Online Course Descriptions – Undergraduate Programs

Accounting

ACC 113   5 Credits
Introduction to Accounting & Workplace Relationships

This course will introduce the concepts of debit and credit and the principles of double-entry accounting. Students will analyze common business transactions, properly record them, and utilize this data to create basic financial statements. Students will explore the concepts of empowerment and accountability in the workplace and are introduced to various careers in the field.

ACC 114   5 Credits
Payroll Accounting & Human Resources and Policies

This course presents practical applications of payroll procedures and human resources policies. Topics include the methods of computing wages and salaries, computing withholdings, keeping records, and the preparation of various federal and state government reports. Students are introduced to the basic functions of the human resources department.

ACC 201   5 Credits
Accounting for Non-Accountants

This course presents a background in accounting principles and practices necessary to operate a business. The double-entry accounting system will be introduced, and common transactions discussed. Students will prepare and analyze financial statements in decision-making and performance evaluation.

ACC 221   5 Credits
Fundamentals of Accounting

This course completes the accounting cycle to include preparation of a trial balance, and recording adjusting and closing entries. Students will explore accounts payable and accounts receivable topics and banking procedures. Students will explore financial statements and financial statement analysis.

ACC 222   5 Credits
Computerized Accounting Systems

Students are introduced to computer-based accounting software including cloud-based options. This course provides a hands-on approach to learning how automated accounting systems function. Students will learn how to operate a computerized general ledger, accounts receivable, accounts payable, and payroll systems. Students will also learn how to create a company in QuickBooks Online, work with customers and vendors, and how to accurately compile banking records within the software.

ACC 230   5 Credits
Managerial Accounting & Introduction to Cost Accounting

Covers the use of accounting data internally within a firm by managers in both manufacturing and non-manufacturing businesses. Teaches students to use accounting data for planning, controlling, and making decisions concerning the optimum allocation of the firm's financial resources. Students are introduced to process costing and job costing. Topics are discussed in the context of management decision-making tools. (Prerequisite: ACC 221 or with the consent of the Dean.)

ACC 251   5 Credits
Individual Income Tax

This course addresses the individual Federal income tax structure. The course emphasizes individual and case studies that will provide a thorough understanding of the taxation laws, including discussion of state income tax laws and variations. Students learn the preparation of tax returns, supplemental forms, and schedules. (Prerequisite: ACC221 or with the consent of the Dean.)

ACC 300   5 Credits
Principles of Financial Accounting in Computerized Systems

This course explores advanced computerized accounting skills using the computer-based accounting software systems. Students will apply prior computerized accounting skills to more advanced transactions of inventory, payroll, time tracking, reporting, and exporting data. (Prerequisite: ACC222 or with the consent of the Dean.)

ACC 325   5 Credits
Intermediate Accounting I – Revenue Recognition Principles

Examines earnings management techniques and the ethical issues within GAAP requirements. Discusses business operating cycle and the importance of cash control. Evaluates application of proper revenue recognition methods, including Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) approaches. (Prerequisite: ACC222 or with the consent of the Dean.)

ACC 330   5 Credits
Intermediate Accounting II – Current & Fixed Asset Management

Introduces methods of valuation of inventory and the acquisition, depreciation, and disposal of long-term assets. Contrasts inventory valuation methods and their effect on financial statements. Examines valuation of noncurrent operating assets, off-balance sheet financing, and the use of equity and short- and long-term debt for financing. Discusses GAAP and IASB standards for asset impairment, fair valuation of assets. (Prerequisite: ACC222 or with the consent of the Dean.)

ACC 331   5 Credits
Intermediate Accounting III – Debt and Equity Accounting

This course review corporate accounting topics include capital stock transactions, dividends, treasury stocks, and bonds. Students will discuss short-term and long-term debt including contingent liabilities. This course also covers the classification of capital or operating leases and procedures for lease accounting.

ACC 355   5 Credits
Advanced Financial Statement Reporting and Analysis

Presents financial statement analysis, including comparative statements and ratio analysis. Covers the statement of cash flows. Examines financial reporting, including additional study of income statement, balance sheet, and statement of cash flows, as well as notes and disclosures to the financial statements required under Generally Accepted Accounting Principles (GAAP). Assesses a firm's financial strength through both ratio- and cash-flow data analysis. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 361   5 credits
Introduction to Fraud Examination

Students will discuss the types of fraud schemes, both internal and external; fraud detection and prevention; and legal issues related to fraud investigation. This course will identify the steps of the fraud investigation process, how to recognize financial statement fraud, and how to deter future fraud by recognizing red flags.

ACC 362   5 credits
Legal Elements in Fraud Examination

This course discusses the fundamental legal aspects of a fraud examination. Students will identify the employees' rights during an investigation, the legal elements of fraud, and the legal issues surrounding investigation and obtaining information.

ACC 401   5 Credits
Accounting for Business Combinations

Focuses on financial accounting and reporting for business combinations including accounting for the combination, preparation of financial statements before and after the transaction, and accounting for the consolidated entity. Includes discussion of various types of mergers and acquisitions as well as the approaches to the accounting processes. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 402   5 Credits
Accounting for Partnerships

Discusses partnership accounting, including partnership formation, operations, and ownership changes. Covers tax implications and liabilities, including personal liability. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 403   5 Credits
Accounting for Non-Profit and Government Organizations

This course presents the unique characteristics of governmental and not-for-profit organizations and provides the basic conceptual foundation for understanding accounting and financial reporting practices. Grants, governmental funds, business-type funds, and fiduciary funds are discussed. The course presents financial reporting by state and local governments, governmental financial performance analysis, auditing procedures, and budgets and performance measurements. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 452   5 Credits
Federal Income Tax for Organizations

This course studies federal income tax law covering taxation of corporations, partnerships, estates, and trusts, and includes an introduction to tax research and planning. Covers the importance of tax consequences that attach to common business transactions and how the tax law alters behavior of business entities. (Prerequisite: ACC 331 or with the consent of the Dean.)

ACC 460   5 Credits
Auditing Planning and Procedures

Designed to acquaint the student with methods of verification, analysis, and interpretation of generally accepted auditing procedures and the mechanics of planning and implementing an audit and the preparation of audits. Provides the student information regarding the rapid and extensive changes confronting the accounting professional in the twenty-first century. Auditing theory and practice will be discussed with emphasis on professional and ethical responsibilities. (Prerequisite: ACC221 or with the consent of the Dean.)

ACC 461   5 credits
Advanced Fraud Examination Techniques

This course presents advanced techniques in planning, conducting and documenting interviews information gathering. Students will learn to identify and interpret verbal and nonverbal cues during interviews. Students will discuss gathering information through various interview techniques and computer forensics.

ACC 462   5 credits
Ethics, Compliance, and Corporate Governance

Students will also evaluate fraud risk through assessment, discuss key aspects of a fraud risk management program and the development of internal controls in anti-fraud programs. This course provides an overview of legislation enacted such as Committee of Sponsoring Organizations (COSO) internal control framework, the Sarbanes-Oxley Act, Statement on Auditing Standards No. 99 (SAS), and the role of the Public Company Accounting Oversight Board (PCAOB).

ACC 480   5 Credits
Research Capstone: IFRS & GAAP

This course provides a capstone experience by challenging students to identify accounting issues, locate and research appropriate accounting concepts, standards, statements, pronouncements, or tax authorities, and then provide a thorough analysis in determination of an appropriate conclusion for the decision making process. Communication of research and analysis will require students to prepare organized and structured written papers utilizing appropriate APA format and then to present findings and conclusions to various audiences. (Prerequisite: Satisfactory completion of all general education and core courses or with the consent of the Dean.)

Business Information Security

BIS 250   5 credits
Database Management

This course introduces students to database design and creation. Emphasis is on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. The course presents the fundamental concepts and techniques in database use and development as well as provides a foundation for research in databases.

BIS 335   5 credits
Computer Networks and Security

This course presents an introduction to the design and analysis of computer communication networks. Topics include application layer protocols, internet protocols, network interfaces, local and wide areas networks, wireless networks, bridging and routing, and current topics. In this course, students will learn about network attacks and vulnerabilities as well as current defenses. Topics include cryptography, confidentiality and authentication protocols, botnets, firewalls, intrusion detection systems, and communication privacy and anonymity.

BIS 360   5 credits
Data Communications and Management

In this course, students gain a practical understanding of relevant terminology, concepts, and other information necessary to manage data communications. By the end of the course, students should be able to make intelligent decisions about the appropriate design, purchase, integration, and use of data communication equipment and systems.

BIS 400   5 credits
Advanced Management of Information Systems

This course helps students see the connection between information systems and business performance. The goal of the course is to enable students to assess the opportunities and problems that managers use to add value to their organizations. It also aims to help students understand transformational changes within and across industries.

Capstone

CAP 495   5 Credits
Capstone

Students will prepare a formal project proposal and prepare the build foundation and framework in one of the following areas: database programming, web page programming, networking, information security, ethical hacking, or technology-based solutions. Once the proposal is approved, the student will submit an original paper of research and analysis utilizing appropriate APA format. Students will also deliver project build files to support the completion of the project. (Students may select an experiential learning opportunity with Dean approval of both a location and project.)

Communication

CMN 205   5 Credits
Communication and Public Speaking

This course focuses on the principles of effective public speaking and presentation. Focus is on the preparation, presentation, and critique of various forms of oral communication. Emphasis is placed on development, delivery, presentation aids, and persuasive speaking.

CMN 206   5 Credits
Communication and Public Speaking Strategies

This course focuses on the principles of effective public speaking and presentation strategies within a public setting and group discussion. Emphasis is placed on development, preparation, delivery, and persuasive speaking with appropriate audiovisual aids. Upon completion, students will demonstrate the speaking skills necessary to be effective communicators in academic and career settings.

CMN 310   4 Credits
Advanced Interpersonal Communication

This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

CMN 315   5 Credits
Advanced Interpersonal Communication

This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

CMN 316   5 Credits
Advanced Interpersonal Communication Strategies

This course focuses on developing critical thinking and communication skills in both verbal and nonverbal areas. Emphasis is placed on everyday communication strategies, including listening skills and conflict resolution. Students will apply interpersonal

communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

Computer Applications

APP 110   5 Credits
Business Computer Fundamentals

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques. Emphasis is on utilization of basic application skills to complete general business tasks.

APP 111   5 Credits
Practical Business Spreadsheets

This course introduces students to the use of Excel as a business tool. The course will cover the use of Excel to sort and analyze basic research data. Students will be able to develop tables, graphs and charts, complete data analysis, and understand the importance and use of Excel in their career. Emphasis is on use of Excel to meet general business needs.

APP 112   5 Credits
Computer Fundamentals for Healthcare Professionals

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques. Emphasis is on utilization of basic application skills to complete general business tasks, including the importance of Excel for healthcare professionals.

College Success Strategies

CSS 105   5 Credits
Psychology of Motivation

This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more informed and better prepared to progress in their programs and in their efforts to advance their desired career goals (i.e., students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submitting application documents such as documents created using standard writing guideline formats.

CSS 106   5 Credits
Psychology of Motivation for Healthcare Professionals

This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers as healthcare professionals. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more academically prepared in knowledge and practical training within the healthcare field and also enhance their abilities to support their job searches and submit application documents.

CSS 295   5 Credits
Professional Development

In this course, students apply the techniques and strategies learned within the Psychology of Motivation for more in-depth exploration of relevant employment resources, for the development of documents to submit in job application processes, including resumes, cover letters, reference letters, follow-up correspondence, and other written communications. Through the course, students will enhance individual verbal communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches and be more informed about the strategies and processes that can more effectively support such efforts.

CSS 296   5 Credits
Professional Development for Healthcare Professionals

In this course, students apply the techniques and strategies learned within the Psychology of Motivation for Healthcare Professionals course for more in-depth exploration of relevant employment resources. Students will explore the development of documents to submit in job application processes, including resumes, cover letters, reference letters, follow-up correspondence, and other written communications. Through the course, students will enhance individual verbal communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches as a healthcare professional and be more informed about the strategies and processes that can more effectively support such efforts.

Digital Graphic Design

DGD 101   5 Credits
Introduction to Digital Design Technology

This course introduces the digital tools used in visual communication. Students will learn the basic function and utility of industry-standard hardware and software. In addition, students will learn best practices in design workflow, including file organization, file management, time management, and system backup and maintenance.

DGD 104   5 Credits
Vector and Raster Design Tools

This course introduces students to vector and raster design software. Focus will be on learning tools to create simple visual solutions to address a variety of communication challenges. (Prerequisite: DGD 101 or with the consent of the Dean.)

DGD 105   5 Credits
Page Layout and Typography I

This course introduces page layout fundamentals including typography, hierarchy, and grid systems. Students will learn to differentiate between various typographic styles and use digital technology to solve basic design problems regarding legibility, readability, and overall message clarity.

DGD 106   5 credits
Creative Design Process

This course introduces students to design principles and the design process. Students will learn critical thinking skills and brainstorming techniques to apply visual concepts to create successful design projects.

DGD 140   5 Credits
Web Design I

This course introduces web design principles and processes. Students will learn how to develop a web or application's visual layout, functionality, and features based on a client's needs to reach their target audience. Emphasis will be placed on principles of design, web color theory, and UX (User Experience) best practices to strategically attract, engage, and convert visitors.

DGD 160   5 credits
Color Theory

This course introduces students to the different color models used in graphic design production. Topics covered include how color evokes emotions and symbolism, and how to apply effective color schemes to connect and motivate the target audience. The basic color models covered are for primary usage in print and on screen.

DGD 204   5 credits
Multimedia Design in Motion I

This course introduces the basic principles of movement in animation. Students will learn best practices in data visualization to create interactive media that targets the end user. Focus will be on creative spatial thinking practices that will produce engaging motion graphics.

DGD 210   5 credits
UX Design and Methodologies

This course introduces user experience principles and basic human-computer interaction methodology. Students will learn how persona creation, audience demographic analysis, and prototyping can lead to more effective visual communication solutions.

DGD 220   5 credits
Marketing and Brand Strategies I

This course introduces the basics of branding. Students will learn how to use their critical thinking skills to develop marketing material that supports an effective content strategy plan. Emphasis will be placed on marketing that targets print and interactive digital platforms. (Prerequisite: DGD 106 or with the consent of the Dean.)

DGD 230   5 credits
Print and Digital Production Fundamentals

This course provides an introduction to the process and materials used in digital and print production as well as package design. Students will learn to design appropriate layouts based on a variety of production parameters and industry requirements.

DGD 240   5 credits
Client Management System Frameworks

This course focuses on the design and development process of creating a website using a Content Management System (CMS). Students will learn how to customize a web page built using a CMS. The focus will be placed on design, testing, and deployment utilizing industry standard frameworks to produce functioning web pages and templates.

DGD 260   5 credits
Digital Imagery

This course will further develop image manipulation skills and proficiency in using a raster based application. Focus will be on effective use of advanced tools utilizing non-destructive editing methods to create dynamic visual imagery. (Prerequisite: DGD 104 or with the consent of the Dean.)

DGD 265   5 credits
Page Layout and Typography II

In this course, students will refine their knowledge of composition and typography. Emphasis will be placed on developing concepts, designing compositions, and using type and layout harmoniously to create clear and engaging design solutions for various deliverables.

DGD 270   5 credits
Multimedia Design in Motion II

This course focuses on advanced animation and interactive methods. Students will learn to think sequentially, and create timeline controls that enhance UX (User Experience)

and UI (User Interface) to engage the end user in an animated project. (Prerequisite: DGD 204 or with the consent of the Dean.)

DGD 275   5 credits
Vector Illustration Design

This course provides students an opportunity to further develop their vector-based illustration skills. Students will create a variety of scalable illustrations for both print and web applications. Focus will be on high levels of creative concepts utilizing advanced techniques. (Prerequisite: DGD 104 or with the consent of the Dean.)

DGD 299   5 credits
Personal Branding and Marketing Strategies

This course provides an opportunity for students to reflect on past projects to determine strengths that will define future pathways for employment goals. Emphasis will be placed on developing a cohesive personal brand, and identify marketing strategies to target goals defined.

DGD 305   5 credits
Marketing and Branding Strategies II

Students will design a brand-appropriate marketing system. Emphasis will be placed on the process of market research, conceptual strategies, and the implementation of branding elements across both traditional and digital media outputs. (Prerequisite: DGD 220 or with the consent of the Dean.)

DGD 310   5 credits
Interactive Information Architecture

This course focuses on interaction, emphasizing how the design of interactive spaces can best support user engagement utilizing cutting-edge techniques. Students will use a variety of digital elements to create dynamic, interactive screen-based design artifacts.

DGD 320   5 credits
Icon Design

This course focuses on symbol and icon development for universal multimedia application. Students will use semiotics to analyze how people extract meanings from visual elements, leading to an increased awareness of how targeted imagery can communicate multiple layers of information.

DGD 360   5 credits
Advanced Digital Imagery

This advanced raster imaging course focuses on professional techniques in image manipulation. Students will learn to work in 3D creating lifelike objects, environments, and scenarios.

DGD 410   5 credits
History of Communication Design

This course identifies design trends from history. Emphasis is on learning how past trends influence and define current and future progression of design movements in visual communication.

DGD 420   5 credits
Multimedia Special Effect Design

This course will focus on fundamental concepts and features to create motion graphics and visual effects. Students will learn to use 2D and 3D tools for compositing, animation, and effects to create or customize digital media.

DGD 450   5 credits
Design Business Practices

This course focuses on an overview of the different settings in which designers work and the personal communication skills necessary to succeed when working with employers or directly with clients. Topics covered include best practices in time management skills, and design workflow. Emphasis will cover the pros and cons and various aspects of self-employment vs. working for someone else.

DGD 490   3 credits
Portfolio Preparation

In this portfolio course, students will revise pieces completed over their degree journey to a professional level. Emphasis will be placed on preparing to enter the job market by refining their personal brand and skillset, building up networking strategies and honing interviewing skills.

Economics

ECN 225   5 Credits
Microeconomics

This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, the functions of markets in capitalism, and government interference in free markets. Emphasis is placed on students acquiring the critical thinking skills of economics.

ECN 226   5 Credits
Microeconomic Principles

This course covers basic microeconomic principles and concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, the functions of markets in capitalism, and government interference in free markets. Emphasis is placed on students acquiring the critical thinking skills of economics.

English

ENG 105   5 Credits
English Writing Fundamentals

This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proofreading, editing, revision, and clear

thinking is incorporated throughout the course.

ENG 106   5 Credits
English Writing and Composition

This course focuses on the principles of effective English writing and composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the writing process, including prewriting, drafting, revision, and editing. Practice in research, argument, and critical thinking is incorporated throughout the course.

Externship

EXT 106   1 Credit
Externship I

This is the first of three externship courses. In this course, the student will complete 34 hours of externship at an approved location and is supervised by the on-site professional(s) assigned to the student by the Externship Team at the College. During the externship, the student gains proficiency to an employer-acceptable level as a Medical Assistant. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of MSC 295 and weekend Residency or with the consent of the Dean.)

EXT 107   1 credit
Externship II

This is the second of three externship courses. In this course, the student will complete 33 hours of externship at an approved location and is supervised by the on-site professional(s) assigned to the student by the Externship Team at the College. During the externship, the student gains proficiency to an employer-acceptable level as a Medical Assistant. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of MSC 295 and weekend Residency or with the consent of the Dean.)

EXT 108   1 credit
Externship III

This is the third of three externship courses. In this course, the student will complete 33 hours of externship at an approved location and is supervised by the on-site professional(s) assigned to the student by the Externship Team at the College. During the externship, the student gains proficiency to an employer-acceptable level as a Medical Assistant. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of MSC295 and weekend Residency or with the consent of the Dean.)

Finance

FIN 235   5 Credits
Principles of Business and Personal Finance

This course introduces students to the concepts of personal financial management. This course will cover personal financial management, money management, debt and income, use of credit, credit reporting, saving and investing, and basic identity theft prevention.

Health Services Management

HSM 100   5 Credits
Introduction to Healthcare Systems

This course provides an introduction to healthcare in the United States from a systems perspective. Students will explore the American healthcare system, including the complexity of system services, health care funding programs, and community institutions that provide services across the care continuum. This course will also examine the effects of internal and external environments on the healthcare delivery system, including developments in technology and the evolution of the overall system.

HSM 105   5 Credits
Medical Terminology

In this course, students will learn how to combine words to convey medical terminology effectively, utilize correct spelling and pronunciation, as well as how to comprehend a variety of definitions. This course provides specific knowledge of medical terminology. Emphasis is placed on how medical terms are formed and the major word parts from which many of the terms are formed in relation to scheduling appointments, billing patients, office management, and compiling and recording medical charts, reports, and correspondence.

HSM 110   5 Credits
Anatomy & Physiology

This course explains the basic principles of anatomy and physiology with an emphasis on the relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. This information contributes to the effective interaction with healthcare professionals and patients. This course includes information on all body systems along with the common conditions that affect them. An overview of the most common procedures performed to treat injury and illness will be discussed.

HSM 115   5 Credits
Introduction to Healthcare and Healthcare Documentation

This course provides an introduction to the fundamentals of health records and documentation. Through a variety of activities, students will explore purpose of various types and sections of health records, techniques for proper documentation, management, and transmission of health records, and health setting in which each document is used. Students will be introduced to health record management and documentation applications.

HSM 120   5 Credits
Legal and Ethical Aspects of Healthcare Administration

This course provides an overview of legal issues faced by healthcare managers and the consequences of those issues. Through various activities, students will learn to identify legal and ethical issues affecting different healthcare settings, regulatory and legal restrictions imposed on the healthcare industry, health care provider's liability, patients and employee rights, employment law and labor relations, and administrative law for health care organizations.

HSM 130   5 Credits
Healthcare Professional Practice Standards

This course presents an overview of healthcare practice policies, regulatory statutes, licensure requirements, accreditation, and other professional practice standards that affect healthcare organizations. In this course, students will examine issues that have significant impact on health administration, teamwork, employee performance, effective communication, and implementation and management of medical and health services.

HSM 200   5 Credits
Accounting for Healthcare Professionals

This course provides an introduction to accounting principles and practices from a healthcare standpoint. Students will interpret and analyze financial statements, discuss the methods and concepts for financial reporting, and discuss techniques of current and long-term healthcare asset valuation. Topics include third-party payments, legal issues, reimbursement, fundraising; as well as managerial accounting concepts and their relevance to business decisions.

HSM 205   5 Credits
Principles of Epidemiology

This course focuses on the principles governing the study and the practice of health and disease. Consideration is given to the various methods available to health professionals for selecting and measuring factors of interest, describing their distribution, detecting associations, and identifying populations at risk. The features, the advantages, and the limitations of common epidemiologic research designs are addressed. This course also examines the cultural and the behavioral issues that influence the management and the delivery of healthcare services and provides a framework for assessing the effect of culture and behavior in a variety of settings and situations.

HSM 210   5 Credits
Public Health Communication

This course introduces the use of health and communication theory and social marketing strategies to create useful, evidence-based, culturally appropriate health communication messages and campaigns. Students will learn how to design and disseminate health educational media, design social media and internet strategies to promote health initiatives or help influence public policy, and issue press releases about emergencies or crisis-related issues in the community health field.

HSM 220   5 Credits
Leadership Theory in Healthcare

This course focuses on both traditional and emerging leadership theories. Students learn to apply proven leadership techniques, principles, and procedures to motivate peers and employees, and empower patients while discussing relevant current and impending topics in healthcare, regulatory, monetary, and social issues.

HSM 230   5 credits
Interdisciplinary Healthcare Communication

This course examines theories of interpersonal, organizational, and mass communication relevant to the professional communicator in the interdisciplinary healthcare team. Students will review strategies of persuasion, the relationship between attitudes and behavior, and the changing nature of health and health delivery teams in the United States, and evaluates successful and unsuccessful health information campaigns.

HSM 240   5 credits
Administrative Skills for the Healthcare Provider

This course provides students with an introduction to the administrative activities of healthcare delivery. Students learn how to manage the business of healthcare. Students will learn typical management tasks and objectives resulting in effective management strategies for optimal healthcare delivery.

HSM 300   5 credits
Pharmacology in Healthcare Systems

This course exposes students to current controversial issues surrounding medications in the U.S. healthcare system and how to communicate their viewpoints and ideas for a potential solution in writing. Students will learn to draw comparisons between medication use systems around the world and analyze other controversies related to access, choice, and quality of healthcare. During this course, students will examine how their choices, ethics, and behavior affect societal decisions surrounding the availability of medications in the U.S.

HSM 322   5 credits
Healthcare Marketing

This course provides an in-depth understanding of the principles and concepts of marketing as they apply to healthcare organizations. Students gain a working knowledge of marketing tools and how to use them in the context of healthcare. Students build practical applied skills in analyzing healthcare marketing problems and developing healthcare marketing programs and strategies. Students will expand their understanding of the differences and similarities between health services marketing and social marketing.

HSM 325   5 credits
Healthcare Economics and Policy

This course analyzes the economic models controlling healthcare markets with the subsequent investigation of the complex federal, state, and local policies and policymaking processes which result from those models in the U.S. healthcare systems. Emphasis is placed on how to influence policy decisions and lead improvements in healthcare through analysis of population and patient care delivery care metrics, health economics data, fact, and reference tables.

HSM 330   5 credits
Coding Applications in Healthcare Management

This course will expand understanding International Classification of Diseases ICD-CM codes (ICD-10), Current Procedural Terminology (CPT codes), current edition, Healthcare Common Procedure System (HCPCS codes) coding standards. Assignments and practical examples of patient records will provide practice in coding and sequencing of ICD-10, CPT, and HCPCS codes. Students will analyze a patient medical record for the correct use of medical codes for reimbursement using software tools and also describe the reimbursement requirements for various insurance claims.

HSM 340   5 credits
Management Issues in Healthcare Systems

This course provides an analysis of the health system and the information management professional's role within the healthcare environment. Students will explore current issues confronting healthcare management such as long wait times, cyber security, financial challenges/cost control, patient safety, accrediting body performance improvement/quality assurance initiatives, new government mandates, and talent shortages. Students will learn to apply current principles, concepts, models, strategic planning, forecasting, and change management to address those issues.

HSM 350   5 credits
Evidence-Based Practice in Healthcare

This course focuses on application of evidence-based practice in improving healthcare quality and patient outcomes. Students will learn the processes, barriers, and strategies to implement evidence-based practice in healthcare setting. Students will examine current trends and challenges in the shift from traditional practice approaches to an evidence-based approach for patient care and healthcare decision making.

HSM 400   5 Credits
Healthcare Documentation in Technology Management

This course focuses on the current role of health informatics, documentation management systems, standards, electronic health records (EHR) in healthcare; issues and barriers to their implementation in hospitals, ambulatory care, home health and long-term care. Course topics also cover privacy, confidentiality, protection, and standardization as relates to the role of the Health Information Manager.

HSM 412   5 Credits
Financial Management in Healthcare

This course provides an overview of the accounting, management, acquisition, and allocation of the healthcare organizations' financial resources. Topics covered in this course are discuss economic, accounting practices, budget administration, cost analysis, financial strategies, and internal controls. Students will examine financial information, regulatory requirements, policies; identify issues and solve problems, and make sound financial decisions in the healthcare field (Prerequisite: HSM 200 or with the consent of the Dean).

HSM 425   5 Credits
Quality Performance Management and Methods inHealthcare

This course focuses on process and methods of quality and performance improvement. Students will explore process improvement tools for healthcare organizations. The components of quality improvement programs in healthcare facilities will be discussed. Students will exhibit an understanding of applications in quality performance management for healthcare organizations.

HSM 440   5 Credits
Human Resources in Healthcare

This course examines the role of the health service management professional as a strategic partner in managing healthcare organizations. Management and leadership functions such as recruitment, selection, development, appraisal, retention, and compensation are addressed. Current issues such as diversity training and sexual harassment policies are analyzed within the course.

HSM 480   5 Credits
Healthcare Planning and Operational Management

This course examines the healthcare planning process. Topics including both strategic planning and long- and short-term operational planning. Students will explore differences in tactical and strategic planning and how the two complement each other. Students will examine concepts and procedures, strategies, problem solving, and decision-making for healthcare organizations.

HSM 492   5 Credits
Healthcare Capstone

This course provides students with an opportunity to research and demonstrate their knowledge, through strategic planning, of the following concepts relative to healthcare: leadership; managing employees, communications and marketing; finance; and legal, ethical, and cultural issues; through strategic planning. The capstone may be

completed in conjunction with an approved practicum experience.

Healthcare Administration

HCA 300   4 Credits
The Healthcare System

A study of the U.S. healthcare system to help students understand the critical issues facing healthcare in its ever-changing environment, and to gain a sense of the complex multidimensional nature of healthcare delivery in the United States.

History

HIS 225   5 Credits
American History

This course covers American history from colonization to the present. Emphasis is on the relevance of cultural, economic, political, and social developments in the United States.

HIS 226   5 Credits
United States History

This course covers United States history from colonization to the present. Emphasis is on the relevance of cultural, economic, political, and social developments in the United States.

HIS 300   4 Credits
U.S. History Since the Civil War

This course offers students an overview of how America transformed itself, in a relatively short time, from a land inhabited by hunter-gatherer and agricultural Native American societies into the most powerful industrial nation on earth. The student will learn how dominant and subordinate groups have affected the shifting balance of power in America since 1863. Major topics include: Reconstruction, the frontier, the 1890s, America's transition to an industrial society, Progressivism, World War I, the 1920s, the Great Depression and the New Deal, World War II, the Cold War, Vietnam, economic and social change in the late 20th century, and power and politics since 1974.

Human Resources Management

HRM 211   5 Credits
Introduction to Human Resources Management

This course introduces the human resources management functions in organizations. Emphasis is placed on staffing; training and development; employee relations; employee retention; workplace health, safety and security; compensation and benefits; and job analysis.

HRM 250   5 credits
Workforce Management, Labor Issues, and Dispute Resolution

In this course, students are presented with institutional processes that maximize performance levels and competency for an organization. The course covers the activities needed to maintain a productive workforce, such as field service management, human resources management, performance and training management, data collection, recruiting, budgeting, forecasting, scheduling, and analytics. Students learn the principles of conflict resolution, and the techniques for productive conflict management.

HRM 340   5 credits
Human Resources Training and Development

This course provides students with an overview of the role of training and development in human resources management. The key elements covered include needs analysis, program design, development, administration, delivery, and program evaluation. Other topics include adult learning theory, transfer of training, career planning, counseling, training techniques, and trends in training.

HRM 450   5 credits
Compensation and Benefit Administration

This course identifies a framework for implementing compensation and benefits

systems to attract and retain a high-performance workforce. The course focuses on the role of human resources in managing competitive rewards and pay plans. Specific topics include compensation administration, job evaluation and pay structures, base and incentive pay, increases and bonuses, executive compensation, and employee benefits plans, including required, voluntary, and retirement plans. A review of various compensation influences, such as laws and regulations, is also covered.

HRM 460   5 credits
Employee Recruitment and Retention

This course examines the fundamentals of successful recruitment, staffing, and retention. The course focuses on job analysis, behavioral interviewing, assessing candidates, background investigations, legislative compliance, equal employment opportunity and Affirmative Action requirements. The course presents economic conditions that impact staffing, short-term and long-term strategy and planning, internal and external recruiting, and career planning.

Information Systems Security

ISS 225   5 Credits
Computer Law

Students will identify and analyze statutory, regulatory, constitutional, and organizational laws that affect the information technology professional. This course will explore the complex legal issues as they relate to technological advancements. Topics will include the introduction to many of the current laws and acts affecting technologies today, including the Computer Fraud and Abuse Act, the Wiretap Act, the Stored Communications Act, the Cybersecurity Act, and various additional new laws that are enacted.

ISS 315   5 Credits
Information Security Management

In this course students are introduced to the different elements of information security, from the safeguard of information and information systems that use, store, and transmit information to the unauthorized access, disclosure, alteration and destruction of information. Upon completion of this course, students will be able to: describe and understand current security trends, elements of information security, information security threats, hacking concepts, and penetration testing processes.

ISS 325   5 Credits
Ethical Hacking

Students are introduced to hacking methodologies and stages, such as footprinting, scanning, and enumeration. This course will focus on the tools and techniques used by the attacker to achieve their goal of gaining and maintaining access to a system. Students will learn about the different techniques used to access a system, privilege escalation, creating and maintaining remote access to a system, different types of rootkits, and how hackers hide the evidence of a system compromise. Students will also learn how to perform and document system hacking penetration testing.

ISS 335   5 Credits
Threat and Defense Mechanisms

In this course, students will be provided with comprehensive information on computer and internet session hijacking. Students will be presented with session hijacking concepts at the application and network levels. They will also learn about the tools and countermeasures used to prevent hijacking and threats, as well as penetration testing steps an ethical hacker should follow while performing a systems security assessment.

ISS 425   5 credits
Cryptographic and Cipher Technologies

Students will be introduced to the many cryptographic and cipher technologies used to protect information in a virtual environment. This course will focus on public key cryptography and the RSA algorithm. Students will learn about stream and block cipher algorithms, as well as the advanced encryption standard for symmetric and asymmetric key encryption. Concepts will include specific security requirements, such as authentication, privacy, confidentiality, integrity, and hash functions.

ISS 435   5 Credits
Computer Forensics

Students will learn the principles and techniques of computer forensics. Emphasis will be on the investigative process, conducting forensics on multiple computer hardware and software platforms, and creating an attacker profiling scenario. Students will become familiar with the tools used in conducting computer forensics, discuss how to defeat anti-forensics techniques, and demonstrate how to compile and document investigative reports. Students will learn how to conduct forensics analysis on databases, cloud data, and information and web attacks.

Management

MAN 111   5 Credits
Introduction to Business & Job Search Skills

This course introduces students to essential areas and functions of business. Additional topics include networking and job search strategies.

MAN 113   5 Credits
Management Principles & Professional Success

An introduction to the basic principles of management. Students are introduced to the importance of effective management within organizations. The course will cover professional success fundamentals.

MAN 115   5 Credits
Marketing & Business Etiquette

This course introduces students to the activities necessary to attract, gain, and retain a target audience. The course will cover product, people, place, price, and promotion. Addresses professional appearance, quality work relationships, and personal skills in business etiquette.

MAN 205   5 Credits
Supervision, Conflict, Negotiations, and Accountability

The course focuses on skills and competencies of effective supervision. It is designed to provide the framework and foundation of what it takes to be a first-line supervisor. This course reviews the importance of employee coaching, performance reviews, and organizational change management. This course introduces students to workplace conflict resolution. The course will cover negotiation strategies for managing workplace harassment and violence.

MAN 215   5 Credits
Entrepreneurship, Motivation, and Leadership

This course is an introduction to business start-ups and competitive advantage in the business market. The student will be able to identify and evaluate new business ideas, identify capital sources for new entrepreneurial ventures, and elements of a business plan. Students will learn about resources for business plan development. The student will be introduced to basic leadership styles and employee motivation.

MAN 225   5 Credits
Project Management

In this course, students examine the aspects of project management. Emphasis will be placed on project management topics such as project management practices, planning, internal and external communication, monitoring, budgeting, scheduling, completion, and project management information systems.

MAN 234   5 Credits
Business Law & Ethics

This course surveys the various legal issues that impact the business environment. The course will help students gain understanding into the American legal system. Students will be introduced to the concept of ethics in the workplace and social responsibility. The course will cover the impact of ethics in personal and professional situations along with ethical decision-making, workplace diversity, and politics.

MAN 235   5 Credits
Advertising Fundamentals and Strategies

This course introduces students to advertising and its function and role within the business world, and its effect on society. The course will cover advancements in, and impacts from, technology and social media. Students learn advertising techniques and how to develop an advertising plan.

MAN 301   5 Credits
Business Communication

This course deepens the students' understanding of business and professional communication. Students will explore strategies for communication as a management tool, including rhetorical choices for diverse audiences. The student will practice developing effective oral and written messages.

MAN 325   5 Credits
Operations Management & Problem-Solving

This course emphasizes the best practices of operations management. Students will analyze the concepts, principles, and risks of operations management, both for manufacturing and service operations. Students will also explore core problem-solving techniques.

MAN 336   5 Credits
Retail Marketing Organization and Processes

This course overviews the general principles regarding the organization of retail stores and effective merchandising. Topics include distribution channels, promotion, pricing, merchandise management, store management, and customer service. Students will also cover non-store retailing.

MAN 355   5 Credits
Strategic and Operational Management Planning

This course addresses the principles of business planning. Topics including both strategic planning and long- and short-term operational planning. Students will explore differences in tactical and strategic planning and how the two complement each other. Students will develop elements of a strategic plan for a business.

MAN 435   5 Credits
Sales and Customer Relationship Management

This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, prospect planning, account management, negotiation, and professional communication.

MAN 436   4 Credits
Selling and Sales Management

This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, sales program planning, account management, sales force organization, training, and leadership. Upon completion, students will be able to organize and manage a sales force and accounts, train personnel, use ethical leadership, and apply best practices in sales.

MAN 440   5 Credits
Organizational Design, Evolution, and Change Management

This course focuses on developing strategies and structures that impact organizational design and change. Students will review the effective elements of an organization, and organizational design in small, mid-size, and large organizations. This course examines the design, development, culture, and change management of organizations.

MAN 444   4 Credits
Human Resources Management

Studies the application of psychology to the problems of personnel management. The student is expected to grasp a working knowledge of the basic operative functions of procuring, developing, maintaining and utilizing a labor force sufficient to meet the minimum entry-level requirements of employment in personnel work.

MAN 445   5 Credits
Human Resources Standards, Strategy, and Management

The course outlines the functions of members in a human resources (HR) department. Students will review how HR impacts strategic management, recruiting, performance management, and ethical standards. Students will also examine various federal laws and regulations that impact an employee's job search, and discuss how organizations hire.

MAN 455   5 Credits
International Business Management

This course addresses how legal issues, and financial and political environments can impact the global management. Students will review the challenges in conducting import and export activities, as well as how cultural differences may affect business relationships and strategies.

MAN 499   5 Credits
Business Capstone

Students will prepare a formal proposal in one of the following areas: accounting, sales and marketing, operations management, human resources management, or banking and finance. Once the proposal is approved, the student will prepare an original paper of research and analysis utilizing appropriate APA format. The student will then present findings and conclusions to an approved audience. (Students may select an experiential learning opportunity with Dean approval of both a location and project.)

Marketing

MKT 235   5 Credits
Technology in Marketing and Branding Strategy

This course will explore a range of digital marketing methods, with an emphasis on increased understanding of capabilities, pros and cons, and digital marketing best practices. The course will explore the history of the internet and how it has changed business, marketing, and communication. Students will learn strategies for positive customer experiences online and digital customer retention.

MKT 260   5 credits
Marketing Channels

This course provides an overview of the general principles regarding sound merchandising. This course provides students with the opportunity to analyze, design, and evaluate various marketing channel structures and decisions. Topics include channels, including wholesale, retail, and internet; developing and managing marketing channels, and electronic and franchise marketing channels. Upon completion, students will be able to identify the most applicable channel(s) for marketing based on the product or service.

MKT 340   5 credits
Brand Marketing Strategy

This course provides a comprehensive examination of the major components of marketing strategy and how they affect a company's profitability and marketplace position. Additionally, this course provides the framework for analyzing customer preferences and enhancing customer relationships while building and managing brand equity with effective market communication by outlining processes in building and sustaining inspired brands. Topics include branding fundamentals, branding strategies, and new branding applications. Upon completion, students will be able to distinguish between brand equity and brand value, identify key factors in managing an established brand, and discuss the key components in extending a brand.

MKT 350   5 credits
Consumer Behavior

This course focuses on internal and external factors that influence consumer decision-making, including how technological and social trends of recent years have affected marketing communications by necessitating new communication strategies, innovative advertising approaches, and novel delivery tools. Topics include motivation, memory, attitude, and culture within the context of buyer behavior, as well as branding, market segmentation and positioning, customer insight, and the execution of marketing communications through appropriate media technologies. Upon completion, students will be able to competently discuss and apply contemporary integrated marketing communication techniques, and assess how different psychological and sociological components affect purchasing decisions.

MKT 360   5 credits
Content Marketing

This course covers the emphasis in marketing placed on creative content development and distribution. Content marketing involves providing information that tells a story using relevant marketing materials in written, video, audio, and other formats that are shared with target audiences through various marketing channels (e.g., social media, blogs, e-mail). Topics include Search Engine Optimization (SEO), strategy, communication, Content Management Systems (CMS), and thought leadership. Upon completion, students will be able to identify and describe various content marketing approaches, create content that tells a compelling story for a new or existing product or service, set up a blog, and post a blog entry using a CMS.

Mathematics

MAT 220   4 Credits
College Algebra

This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

MAT 225   5 Credits
College Algebra

This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

MAT 226   5 Credits
College Algebra Fundamentals

This course covers math fundamentals including algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

Medical

MED 101   5 Credits
Medical Terminology

This course introduces students to the terminology used in the medical field by first identifying and defining prefixes, suffixes, and root words from their Greek and/or Latin origins and identifying acceptable abbreviations. Emphasizes the further understanding and use of standardized terminology. Completion of this course provides students with foundational skills in medical terminology.

MED 110   5 Credits
Introduction to Healthcare Documentation, Law, and Ethics

This course introduces communication and professionalism for medical assistants in an ambulatory patient care setting. Students learn the fundamentals of medical office procedures, including patient reception, privacy and confidentiality, appointment scheduling, financial record keeping, insurance billing, and work schedule coordination. This course provides experience in processing records for outpatient settings using a medical office software program. This course also addresses ethical and legal requirements in a healthcare setting.

MED 117   5 Credits
Medical Office Calculations

This course provides a review of basic numerical concepts as applied to a medical environment. Students will review fractions, decimals, and percentages in order to understand measurement systems and conversions in the medical field. Students will be introduced to dosage calculations as well as basic measurements and probability related to healthcare. Upon completion of this course, students will have introductory knowledge and proficiency along with understanding and training related to healthcare calculations to be more prepared for entry-level employment as a medical assistant.

MED 121   5 Credits
Medical Asepsis and Electrocardiography

This course discusses the concepts of medical and surgical asepsis and aseptic technique, and a review of proper handwashing techniques. Disinfection and sterilization of surgical instruments, assisting in minor surgical procedures are taught, along with universal (standard) precautions and infection control as specified by OSHA. Students will also learn basic cardiopulmonary anatomy and physiology, electrocardiography, standardization of the ECG, identifying artifacts, recognition of arrhythmia, and 12-lead ECG.

MED 130   5 Credits
Medical Front Office Procedures

This course provides students with a working knowledge of the duties required in a medical office. Students will explore professional and career responsibilities, interpersonal communication, administrative responsibilities, and financial administration.

MED 215   5 Credits
Medical Coding

This course introduces students to CPT (Current Procedural Terminology), ICD.10 (International Classification of Diseases 10th revisions) and HCPCS (Health Care Procedure Coding System). This course will explore the clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Within this course the student will learn to code through reference books and electronic format in order to complete medical insurance forms and insurance filing. Students will learn to properly fill out insurance forms and understand electronic claim submission. Students also learn about different health insurance programs, government programs, and managed-care programs.

MED 285   5 Credits
Musculoskeletal, Nervous, and Integumentary Systems

This course covers the structural organization and the major organs of the human musculoskeletal, nervous, and integumentary systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic and treatment modalities.

MED 286   5 Credits
Cardiac and Respiratory Systems

This course covers the structural organization and the major organs of the human cardiac and respiratory systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic and treatment modalities.

MED 287   5 Credits
Endocrine, Urinary, and Reproductive Systems

This course covers the structural organization and the major organs of the human endocrine, urinary, and reproductive systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic and treatment modalities.

MED 288   5 Credits
Lymphatic, Immune, and Digestive Systems

This course covers the structural organization and the major organs of the human lymphatic, immune, and digestive systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic and treatment modalities.

MED 298   2 Credits
Medical Assisting Capstone

This course provides an opportunity for students to demonstrate mastery of the program subject matter. Students are

required to explain concepts, processes, and theory presented throughout the program with a professional level of competency. Upon completion, students will be able to demonstrate competency by passing a national medical assisting certification exam. (Prerequisites: Satisfactory completion of all courses, or with the consent of the Dean.)

Medical Specialties Clinical

MSC 295   5 Credits
Clinical Procedures

This course focuses on an introduction to clinical laboratory procedures performed in ambulatory patient care settings, including drug administration, vital signs, assisting with physical examinations, patient assessment, documentation, preparing the patient for specialty examination, and aseptic procedures. The fundamentals of infection control, urinalysis, microbiological testing, and phlebotomy procedures are taught. The use of the microscope as it pertains to procedural theory is discussed as students are introduced to the fundamental knowledge of hematology, microbiology, and urinalysis. This course also covers how to perform venipunctures. CLIA-waived and moderate complexity clinical procedures including complete urinalysis and complete hematology procedures will be reviewed.

Microcomputer Systems

MCS 100   5 credits
Introduction to Hardware and Firmware

This course introduces the student to hardware components of a computer system, firmware used in the systems, and mobile devices. Networking cables, connectors and devices are reviewed to properly configure and interconnect computer systems in addition to their peripherals. Safety concepts and procedures are covered, including electrostatic discharge (ESD) and electrical shock hazards. In this course, a student will disassemble a computer then properly identify and be able to correctly troubleshoot all hardware components. The student will then properly assemble the computer and verify proper operation.

MCS 105   5 credits
Introduction to Operating System Installation and Configuration

This course focuses on Windows Operating System installation and proper configuration for use on a network. Students will identify common features and functionality of the Mac and Linux Operating Systems. Students will learn the threats and vulnerabilities to resolve them with common prevention methods. This course focuses on install configure and be able to properly troubleshoot an operating system. Additionally, students will learn appropriate safety procedures, environmental controls of disposal methods, explain privacy, licensing and policy concepts. (Prerequisite: MCS 100 or with the consent of the Dean.)

MCS 200   5 credits
Introduction to Server Administration

In this course, students will learn to install, configure, and administrate servers in a host and compute environments, work with storage solutions, and virtualization Concepts include advanced networking, controlling a work environment or user accounts, PowerShell, and the use of groups of servers that share workloads to prevent single points of failure. (Prerequisite: NET 100 or with consent of the Dean).

MCS 300   5 credits
Advanced Server Administration

This course provides concepts of the installation, configuration, administration of servers, users and groups, and provisioning services and infrastructure to be successful in an enterprise environment. Advanced concepts include server deployment, the maintenance and upgrading network load balancing (NLB), server clusters, disaster recovery, failover, redundancy, and fault tolerance. (Prerequisite: MCS 200 or with the consent of the Dean.)

Networking

NET 100   5 credits
Introduction to Networking Concepts

This course provides an introduction to the concepts of networking, networking types and topologies, and devices used for common network services. Students learn vocabulary and network terminology, protocols, and the concept of creating a network.

NET 105   5 credits
Intermediate Networking Concepts

This course introduces internet connectivity, including networking concepts, remote access, and wireless standards. Students will learn the concepts of network policies and procedures, troubleshooting, network vulnerabilities and threats, firewalls, and basic security in small networks and learn to monitor and manage network operations. (Prerequisite: NET 100 or with the consent of the Dean.)

NET 220   5 credits
Introduction to Security Concepts

This course introduces foundational concepts in IT Security including access control, cryptography/encryption, security policies, hardware and perimeter defenses, including firewalls.

NET 225   5 credits
Intermediate Security Concepts

This course delves into more advanced security measures and functions including those surrounding networks, malware, password attacks, O/S and application hardening, servers, backups, data defenses, vulnerability assessments, penetration testing, logging and audits. (Prerequisite: NET 105, or with the consent of the Dean).

NET 300　　　　5 credits
Network Communications: Architecture, Structure, and Functions

This course covers networking architecture, structure, and functions. The course introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. By the end of the course, students will be able to explain network technologies, how devices access local and remote network resources, describe router hardware, how switching operates in a small to medium-sized business network, design an IP addressing scheme, configure initial settings on a network device, implement basic network connectivity between devices and configure monitoring tools for small to medium-sized business networks. (Prerequisite: NET 105 or with consent of the Dean.)

NET 305　　　　5 credits
Network Communications: Small Networks

This course covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of the course, students will be able to determine how a router will forward traffic, explain how switching operates in a small to medium-sized business network, configure Ethernet switch ports, implement VLANs, implement static routing, implement DHCP on a router, implement network address translation (NAT), implement access control lists (ACLs) to filter traffic. (Prerequisite: NET 300 or with consent of the Dean.)

NET 320　　　　5 credits
Cloud & Mobile Computing Concepts

This course introduces students to topics in key concepts and background necessary to provide context on the importance of cloud computing and transforming an organization into an agile, flexible, and operationally efficient business. Students will also be introduced to technologies and software

suites the delve into cloud administration and operations by deploying virtual machines and application containers, managing role-based access control, services catalogs, and reporting and chargeback systems.

NET 400　　　　5 credits
Network Communications: Large Networks

This course covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches, resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks, implement a WLAN in a small-to-medium network. (Prerequisite: NET 305 or with consent of the Dean).

NET 405　　　　2.5 credits
Network Communications: WAN Technologies and Network Services

This course discusses the WAN technologies required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. (Prerequisite: NET400 or with consent of the Dean).

NET 410　　　　3 credits
Network Communications: Network Services

This course discusses the network services required by converged applications in a complex network. By the end of this course, students will be able to configure and troubleshoot network devices, resolve common issues with data link protocols, resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks, implement virtual private network (VPN) operations in a complex network.

NET 420　　　　5 credits
Information Storage

Students will be introduced to common storage networking architecture used by enterprises for business-critical applications. Students will learn methodologies and tools for security, data protections, and disaster recovery. Students will learn to design network storage to remove single points of failure and become highly available and resilient to failures.

Nursing

NUR 302　　　　4 Credits
Professional Role Development

Students explore and define issues related to professional practice, ethics, career planning, personal goal setting, and empowerment of self and others. Students will learn concepts concerning job performance, performance expectations and evaluation, stress management, and lifelong professional development.

NUR 303　　　　4 Credits
Theoretical Foundations in Nursing

Students are introduced to nursing research as it relates to changing and improving nursing practice. Emphasis is placed on preparing students to evaluate current nursing literature for scientific and clinical merit in order to solve clinical problems and improve practice. Topics include: fundamentals of research, steps in the research process, research design, data collection and analysis, and critical appraisal and utilization of nursing research. Critical thinking and problem solving skills are developed and emphasized throughout the course.

NUR 304　　　　4 Credits
Health Assessment

Students develop the necessary skills to conduct a holistic health assessment across the life span. Course covers health history-taking, cultural consideration, nutrition and mental health assessment, physical examination,

health promotion, and clinical assessment tools. Critical thinking, communication, and documentation skills for client charting are emphasized.

NUR 305   4 Credits
Health Promotion and Disease Prevention

An introduction to the strategies/tactics for preventing disease and promoting health in both individuals and populations. Course components include: relevance of concepts from psychology, sociology, economics and anthropology; planning, implementation and evaluation models; health assessment and disease management technologies; and health education. Illustrative case applications include: heart/cardiovascular disease, fitness and weight control, HIV, and accidents.

NUR 306   4 Credits
Pharmacology

This course focuses on the clinical usage of drugs commonly used in healthcare settings. Topics include pharmacokinetics, pharmacodynamics, pharmacotherapeutics, interactions, drug classes and patient variables as they relate to pharmacology. The students will examine drug classifications, drug therapy, adverse reactions, drug and food interactions, and patient education.

NUR 307   4 Credits
Community and Family Health

This course is designed to provide students with the knowledge and skills that are essential in working with communities to assess, develop, implement, and evaluate community change strategies that will promote improved health, intervention strategy design, wellness promotion and disease prevention, and issues in providing healthcare to diverse populations.

NUR 308   4 Credits
Concepts of Professional Nursing

This course prepares nurses for their unique position as healthcare professionals. The framework for professional practice is discussed as nurses examine their roles and how it relates to health promoter, teacher-learner, leader-manager, research consumer, advocate, colleague, and collaborator.

NUR 401   4 Credits
Psychological Aspects of Illness and Disability

This course introduces you to the mental and emotional aspects of illness. You will address the relationship between stress and illness, the patient-physician relationship, treatment compliance, and care for the terminally ill.

NUR 402   4 Credits
Critical Issues in Nursing

This course focuses on examining the past, current and future impact of selected themes related to healthcare in general and nursing practice at the local, national, and international levels. Emphasis is placed on the longitudinal nature of many contemporary issues and trends that have a direct impact on the development of nursing science, practice, and education.

NUR 403   4 Credits
Nursing Informatics

This course introduces applications of informatics systems to nursing practice, education, research, and administration. Practical use of computer technology based health applications to identify, gather, process, and manage information will be explored as it relates to nursing practice.

NUR 404   4 Credits
Instructional and Evaluation Methods of Nursing Education

This course focuses on the instruction and evaluation process in a clinical environment. Emphasis is placed on the evaluation and the grading of students in the clinical setting; measurement strategies; and related socio-cultural, ethical and legal issues.

NUR 405   4 Credits
Nursing Management and Leadership

This course discusses management and leadership. It explores the relationship between leadership principles, management principles, (e.g., strategy development, motivation of employees, communicating with subordinates and supervisors, establishing goals, reinforcing values, monitoring performance and providing feedback, etc.) and success in healthcare administration.

NUR 406   4 Credits
Managed Healthcare

This course focuses on managed care organizations and various provider payment models/capitation in order for the nurse case manager to make appropriate management decisions when working in healthcare delivery.

NUR 407   4 Credits
Utilization Management

This course introduces the basic concepts of healthcare utilization and risk management. Concepts include risk management, patient safety, quality patient care, and the influence of error in both patient care and financial management. This course also includes valuable information about mitigating risk and maximizing resource utilization.

NUR 408   4 Credits
Legal and Ethical Aspects of Healthcare Administration

Ethics is the study of morals, character, and human dignity. Ethics provide us with moral principles or universal rules that let us know what to do. Ethics also involves how individuals decide to live, within what accepted and desirable principles, and in harmony with the environment and one another. This text includes an introduction to law and the application of ethical theories, principles, virtues and values.

NUR 409   4 Credits
Evidence-Based Practice

This course focuses on clinical reasoning and clinical outcomes, information systems and management, and evidence-based practice. Evidence-based practice promotes the development of skills in using the research process to define clinical research problems with application to practice.

NUR 412   4 Credits
Introduction to Nursing Research

Students are introduced to nursing research as it relates to changing and improving nursing practice. Emphasis is placed on preparing students to evaluate current nursing literature for scientific and clinical merit in order to solve clinical problems and improve practice. Topics include fundamentals of research, steps in the research process, research design, data collection and analysis, and critical appraisal and utilization of nursing research. Critical thinking and problem solving skills are developed and emphasized throughout the course. (Prerequisite: STA 322 or equivalent or with the consent of the Dean.)

NUR 413   4 Credits
Nursing Practicum

Students learn skills and knowledge for nursing, evidence-based patient care, holistic, and comprehensive healthcare delivery. Students integrate clinical examples and develop skills for evaluating care plan delivery models, thinking critically, empowering teams, resolving conflicts, coaching and mentoring, exhibiting clinical competence, allocating resources, and ensuring and measuring productivity and efficiency. (Prerequisite: Completion of all core courses and general education courses or with the consent of the Dean.)

NUR 490   4 Credits
Capstone Project

This course is designed to provide the student with the opportunity to apply both the theoretical foundations and clinical knowledge of nursing science to a self-directed scholarly project of the student's choice. The student will select a topic, which will be approved by the instructor, and then the student and instructor will agree upon a measurable course of study that allows the student to identify learning needs, while engaging in scholarly activities which will enhance the professional practice of the learner and synthesize the information learned in pursuit of the bachelor's degree. (Prerequisite: Completion of all core courses and general education courses or with the consent of the Dean.)

Operating Systems

OPS 105   5 credits
Introduction to Operating Systems

This course covers topics including installing and upgrading Windows as well as configuring hardware, applications, and network connectivity. Upon completion, students will be able to perform configuration and support for computers, devices, users, and associated network and security resources, as well as configure and manage advanced network services in a hands-on environment.

OPS 110   5 credits
Linux Operating Systems

This course covers the concepts of the Linux operating system. Topics include X Window system, clients, networking, shell and scripting. Students will be able to install, configure, and administer the Linux operating system. Emphasis will be placed on the hardware, management, configuration, security and documentation of the operating system. Upon completion, students will be proficient with all topic areas of a Linux environment. (Prerequisite: OPS 105 or with the consent of the Dean.)

Pharmacy

PHR 155   5 Credits
Pharmacology and Injections

Topics presented in this course include drug classifications, measuring medications and dosage calculations, administering medications, injections, and documentation requirements related to each topic area. Instruction includes occupational math and metric conversions, use of PDRs and related medical books. Common abbreviations used in prescription writing and related legal implications/requirements are also presented. The professional role of the MA in patient education and the rights related to medication administration are additional topics addressed in the course. Upon completion of this course, students with be more informed and knowledgeable about medications, in general, and about the appropriate and legal administration of medications. (Prerequisite: MED 117, or with the consent of the Dean).

Philosophy

PHI 310   4 Credits
Critical Thinking

This course is designed to provide an interdisciplinary approach to critical thinking and challenges the student to question his or her own assumptions through analysis of the most common problems associated with everyday reasoning. The course explains the fundamental concepts, describes the most common barriers to critical thinking and offers strategies for overcoming those barriers.

PHI 315   5 Credits
Critical Thinking

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

PHI 316   5 Credit
Logic and Critical Thinking

This course is designed as an interdisciplinary approach to logic and critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task

of thinking critically and challenging the everyday norms.

PHI 400   4 Credits
Modern Issues in Ethics

This course provides students with a comprehensive introduction to a broad array of the most pressing contemporary debates in medical ethics. The student examines the social contexts within which these debates arise. Topics include: the foundation of bioethics, research ethics and informed consent, truth telling and confidentiality (medical record confidentiality), genetic control, application of scarce medical resources, impaired infants and medical futility, and euthanasia.

Programming

PRG 105   5 credits
Technical Project Management

This course develops a foundation of concepts and solutions that supports the successful completion of a project. Common project management methodologies are introduced including; Agile, Scrum, Lean, Waterfall, PMP, ITIL, Six Sigma and PMI/PMBOK. Emphasis will be placed on project management techniques such as internal and external communication, monitoring, budgeting, scheduling, completion, and project management information systems.

PRG 110   5 credits
Programming Logic and Design

This course introduces elementary programming concepts. Areas of study include an introduction to the history of programming and programming languages, flow charts, logic and data structures, and pseudocode. Structures and constructs are explored and applied as students problem-solving techniques as applied to programming concepts. Students gain knowledge of data types and the use of variables in programming. The base concepts introduced in this course are the essential building blocks that span across multiple courses and various languages.

PRG 115   5 Credits
Web Development Foundations

This course introduces students to web development foundations using HTML, CSS, and JavaScript. Students will learn the basics of web page programming, including building web pages, writing programs with JavaScript, and making web pages interactive. In this course, students will plan, design, and implement a website using current standards and best practices.

PRG 150   5 Credits
Introduction to SQL

Students are introduced to the fundamentals of Structured Query Language (SQL). Students will learn the terminology used in the study of tables, queries, forms, and reports. This course focuses on the techniques of SQL as it applies to data retrieval and manipulation. Students will be presented with front-end and back-end database administration and management techniques.

PRG 210   5 Credits
Introduction to C++

This course teaches the basics of programming in C++ programming language, as well as the fundamental concepts and techniques used in object-oriented programming. The course begins with universal basics, without relying on object concepts, then gradually extends to moderate concepts that are encountered using the objective approach. Students become familiar with a software development environment and tools for creating working programs and syntax.

PRG 215   5 Credits
Introduction to C#

This course introduces students to the .NET framework. Students will use a selected programming language to learn and implement common programming concepts. Students also become familiar with a .NET integrated development environment (IDE).

PRG 245   5 Credits
Database Programming

This course expands student knowledge of database concepts utilizing best practices for database systems. Topics include data models; query languages; implementation techniques of database management systems; management of semi-structured and complex data; distributed and noSQL databases. Students will write web applications with full database connectivity features.

PRG 255   5 Credits
HTML and Java Script Essential Training

This course builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to master their creation and management of websites. (Prerequisite: PRG 245 or with the consent of the Dean.)

PRG 300   5 Credits
Software Testing

In this course students explore and examine the advanced concepts of current software testing practices including how to structure a software testing project, methods for testing software and how to report results. Students will participate in a software-testing project and evaluate the methods, testing, and result preparation for internal and external client needs.

PRG 306   5 Credits
Web and Software Security

This course will familiarize students with current web and software vulnerabilities and methods to safeguard against attacks. Students will learn how web and software programs are written in order to minimize vulnerabilities. Students will evaluate security practices for implementation in a variety of environments.

PRG 311 — 5 Credits
Advanced ASP.NET Concepts

This course advances students' knowledge of dynamic web application programming. Topics expand on server components and Active Data Objects (ADO), client server-side applications, de-bugging, security, scripting, data validation, cookies, and cross-browser compatibility. Students will integrate the ASP.Net framework into designing websites with master pages and themes. (Prerequisite: PRG 215 or with the consent of the Dean.)

PRG 315 — 5 Credits
Systems Analysis and Design

This course requires students to examine the process of identifying and developing systems to meet the needs of end users. Students will describe the different roles in system analysis and design, including requirement gathering, feature identification, logical design, and physical design.

PRG 316 — 5 Credits
User Interaction Design

This course introduces students to user interaction concepts and methods. Students will use what they learn to design the user interaction for software, web and mobile applications. Students will also apply software security concepts to databases, web sites, mobile apps, and desktop applications.

PRG 320 — 5 Credits
Cloud Scripting

This course introduces students to the fundamentals of cloud services, including manipulation through scripting. Students will explore various cloud programming techniques that impact providers within the cloud ecosystem. The course will emphasize the immediate need of dynamic cloud creation using architecture, services, and scripting utilizing project-based exercises. (Prerequisite: PRG 255 or with consent of the Dean.)

PRG 325 — 5 Credits
Mobile Applications Development I

In this course students explore and examine the advanced concepts of programming mobile applications. Students will learn how to configure the mobile development environment and build basic applications for mobile devices. Students will also discuss security concerns with mobile applications.

PRG 332 — 5 Credits
Mobile Applications Development II

This course expands students' knowledge of mobile applications development. Students will demonstrate their ability to build effective user interfaces for mobile applications. At the conclusion of the course, students will design, code, and publish a working mobile application that can be used as part of their career portfolio. (Prerequisite: PRG 325 or with the consent of the Dean.)

PRG 345 — 5 Credits
Database Programming: PHP with MySQL

Students expand their knowledge of the Structured Query Language (SQL). Students will learn to install and configure MySQL databases, and use PHP to operate them. Students will practice database automation techniques, including triggers, functions, and stored procedures. Students will practice the concepts taught in each Database Programming course and will complete a database that can be used as part of their career portfolio. (Prerequisite: PRG 245 or with the consent of the Dean.)

PRG 355 — 5 Credits
Web Project Workflows

Students will develop efficient web design procedures using the Web Development Life Cycle (WDLC). Topics will include building website storyboards and frameworks, and the usage of web design and programming languages. Also covered are the automation, management, maintenance and security concepts for the development and production

versions of web sites. (Prerequisite: PRG 345 or with approval of the Dean)

PRG 411 — 5 Credits
Ruby on Rails

This course expands on student understanding of web development utilizing the robust Rails framework. Students will learn the intuitive Ruby programming language and focus on developing database-backed web applications using Model View Controller (MVC) pattern methodologies. (Prerequisite: PRG 355 or with the consent of the Dean.)

PRG 450 — 5 Credits
Object Oriented Programming I

This course explores Object-Oriented Programming (OOP) concepts using Java. Students will build programs utilizing Java's object-oriented input and output procedures. Topics will cover selection and repetition control structures, as well as Java methods and classes. Students will also learn about Java's multi-dimensional arrays, modularity, inheritance, polymorphism, overloading, and overriding programming techniques.

PRG 455 — 5 Credits
Object Oriented Programming II

This course expands on object-oriented programming concepts. Students will demonstrate their ability to handle exceptions within a program. Students will also explore how to create GUI elements within programs utilizing interface design and user interaction concepts. Students will complete an object-oriented application that will be used as part of their career portfolio. (Prerequisite: PRG 450 or with consent of the Dean.)

Psychology

PSY 255 — 5 Credits
Psychology and Emotional Intelligence

This course explores the aims and methods of psychology. Students will learn about human behavior and human development. Students will also explore emotional intelligence and

its application in personal and professional relationships. The focus is on recognizing and improvement emotional intelligence. Upon completions, students will develop a plan for self-management and implementation.

PSY 400   4 Credits
Biological Psychology

This course introduces the student to the intricate relationship between biology and psychology. The student is exposed to the emerging field of biopsychology in which fascinating new discoveries are constantly being made. Major topics include: anatomy of the nervous system, plasticity of the brain, sensory systems and attention, wakefulness and sleeping, emotional behaviors, the biology of learning and memory, and psychological disorders.

Research

RAM 110   5 Credits
Research Application Methods

This course explores real world applications in statistics. Topics covered will be analyzing and creating graphs, survey techniques, preparing surveys and analysis of data. Emphasis will be placed on understanding the use of graphs, surveys and the importance of statistical analysis in a business setting.

RAM 111   5 Credits
Research Application Methodologies

This course explores real world applications in statistical methodologies. Topics covered will be analyzing and creating graphs, survey techniques, preparing surveys and analysis of data. Emphasis will be placed on understanding the use of graphs, surveys and the importance of statistical analysis in a business setting.

Respiratory Care Management

RCM 400   5 Credits
Respiratory Care Management and Leadership

This course reviews management concepts essential to the understanding of the healthcare environment. Students will review practical theory in order to build on new concepts and trends in organizational management. This course is designed to help develop an understanding of the traditional core management functions of planning, decision making, organizing, staffing, and controlling, as well as the emerging functions of coaching, counseling, teaching, and facilitating. Within the scope of respiratory care practice, students will review the practical managerial skills of budgeting, team development, conflict resolution, training and development, and human resources management.

RCM 405   5 Credits
Respiratory Care Marketing and Strategic Planning

This course examines the healthcare planning process, including long- and short-term strategies, problem solving, and decision-making. Students will gain a firm understanding of the importance of marketing in healthcare organizations as it relates to strategic and operational planning, with specific applications to a respiratory care department.

RCM 410   5 Credits
Financial Management as a Manager

This course is designed to provide students with an understanding of accounting and financial management concepts relative to health service organizations. Course components include distinctive accounting and financial characteristics of health services organizations; interpreting basic financial statements; financial ratios analysis; government and voluntary regulatory agency compliance; and evaluating financial performance.

RCM 415   5 Credits
Healthcare Information Systems

This course evaluates healthcare information systems and how they relate to respiratory care practice. Students will identify the importance of healthcare information systems and how they contribute to patient communication and documentation. Students will also discuss the impact of healthcare information systems on the team of providers and the ability to manage across the continuum of care utilizing the technology systems available.

RCM 425   5 Credits
Respiratory Care in a Managed Care Environment

This course reviews the history, structure, and management issues associated with health maintenance organizations (HMOs), preferred provider organizations (PPOs), and other managed care options. Students will apply each topic through the lens of a respiratory care practitioner.

RCM 482   3 Credits
Managing Long-Term Care across the Continuum

This course examines the management of long-term care (LTC) services in America, including the history of long-term care, characteristics of an ideal LTC system, nursing services, sub-acute care, assisted living, senior housing, community-based services, integration, external control, key ethical issues, governance, and future trends. Students gain a firm understanding of the importance of long-term care in the future of U.S. healthcare delivery, with specific applications to respiratory care services.

Respiratory Care Practice

RCP 305   5 Credits
Healthcare Research

This course is an introduction to evidence-based medicine in the context of medical and clinical research. Topics covered in this course include research principles, ethical considerations involving research, and critical evaluation of published reports. Students will also focus on quantitative and qualitative analysis, including writing the protocol, data collection, introductory statistical concepts, and basic methodology including correlation, t-Tests, ANOVA, and regression.

RCP 311   5 Credits
Health Professional as Educator

This course is designed to teach healthcare professionals how to serve as educators in a clinical setting. This course will provide instruction on how to evaluate, design classes and learning plans, and present health information appropriately to diverse audiences.

RCP 315   5 Credits
Principles and Practices of Disease Management

This course presents principles and practices of disease management and identifies roles for advanced respiratory care practitioners in this specialty field of medicine. Students will also learn how respiratory therapist clinical roles are expanded in establishing and implementing protocols, clinical practice guidelines, and pathways for care for treating patients with cardiopulmonary diseases.

RCP 332   5 Credits
Cardiopulmonary Critical Care Case Management

This course presents principles and practices of case management and disease management relative to respiratory care. Students will examine clinical, legal, and ethical responsibilities of those involved in managing patient care in the critical care setting.

Examples of case management and disease management of patients with respiratory disorders are presented on how to improve patients' outcomes. .

RCP 338   5 Credits
Case Management across the Continuum of Care

This course elevates case management and disease management beyond hospital critical care into home care settings, long-term care settings, long-term acute care hospitals, and other sites of care for patients with chronic disorders. Specific examples of case management and disease management in respiratory disorders are presented.

RCP 355   5 Credits
Preparedness and Emergency Response

This course is designed to help healthcare professionals understand their role in preparing and providing continuous care for patients and necessary actions that should be taken in the event of an emergency, natural disaster, or community outbreak. Students will also discuss how to recognize different types of emergencies and disasters. The course will also demonstrate the importance and knowledge needed to implement a rapid response team within or beyond a healthcare facility.

RCP 362   5 Credits
Advances in Critical Care Medicine

This course presents advances in critical care medicine, including advanced respiratory/hemodynamic monitoring, state-of-the-art mechanical ventilation practices, and noninvasive ventilation, as well as treatment of acute lung injury, ARDS, cardiac failure, trauma, burn/inhalation injury, and other disorders commonly seen in the critical care environment. Students will identify the role of the advanced respiratory care practitioner in a critical care setting.

RCP 372   5 Credits
Advanced Pharmacology and Cardiopulmonary Diseases

This course identifies the drugs used in the treatment of cardiopulmonary diseases. Students will research the uses, actions, indications, administration, and side effects of pharmacological agents. Emphasis is placed on the classes of drugs and the relation to the organ systems each drug affects.

RCP 400   5 Credits
Critical Care Patient Assessment

This course provides students with knowledge to build and develop a strong foundation of assessment skills necessary in critical care practice. Using a case study approach, students will be presented basic and advanced knowledge of cardiopulmonary diseases and will review the components of competency in the patient assessment process.

RCP 405   5 Credits
Cardiopulmonary Theory and Diagnostics

This course presents advanced cardiopulmonary theory and diagnostics, including respiratory monitoring, hemodynamic monitoring, cardiac assessment, blood chemistry, hematology, imaging of the thorax, specialized pulmonary function testing, interventional pulmonary procedures, polysomnography, nutritional assessment, and cardiopulmonary exercise assessment. Special emphasis is placed on advanced aspects of these diagnostics.

RCP 416   5 Credits
Advanced Cardiopulmonary Pathophysiology

This course presents a detailed discussion of the etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, detection, and treatment of cardiopulmonary diseases. The advanced respiratory care practitioner presents diseases and disorders in a "grand rounds" case study approach with

strong emphasis on assessment and treatment recommendations.

RCP 425   5 Credits
Advanced Cardiopulmonary Pharmacology

This course instructs students in advanced respiratory drug actions, delivery methods, and advanced cardiovascular life support drugs. Students will discuss treatment options utilizing pharmacological therapy across race, ethnicity, and age groups. Students will also evaluate current research relative to treatment of cardiopulmonary health conditions and diseases relative to pharmacological intervention.

RCP 480   5 Credits
Advanced Neonatal-Pediatric Pathophysiology

This course covers the diversity of respiratory disorders encountered by neonates and children. Each disorder is discussed in terms of presentation, pathophysiology, and diagnosis. Emphasis is placed on advances in oxygenation, continuous positive airway pressure, mechanical ventilation, noninvasive positive pressure ventilation, high frequency ventilation, high frequency oscillatory ventilation, extracorporeal membrane oxygenation, and surfactant therapy. Congenital cardiac and pulmonary anomalies and their treatment are also addressed. Students will also identify therapeutic modality, indications, benefits, contraindications, monitoring considerations, and adverse effects of treatments.

RCP 488   3 Credits
Advanced Patient Care Education

This course advances patient education techniques to focus on teaching strategies, classroom management, instructional design, and formative and summative assessments. Students focus on issues such as perspectives on teaching and learning, and the characteristics of the learner within a healthcare context.

RCP 490   3 Credits
Advanced Respiratory Care Seminar

This course prepares students for National Board examinations. Students will complete review exams that analyze their clinical competency skills in the areas of patient data collection and assessment, interpretation, and decision making. Troubleshooting and quality control of respiratory devices, infection control, and initiation and modification and intervention. in preparation for board exams necessary for licensure in the respiratory care field of practice.

Sociology

SOC 400   4 Credits
Sociology of Aging

This course contains an interdisciplinary approach that provides the concepts, information, and examples students need to achieve a basic understanding of aging as a social process. This course addresses a broad range of societal issues and covers concepts associated with an aging population. It examines the concept of aging on both an individual and societal level. Major topics include: the history of aging in America; physical aging; psychological aspects of aging; personal adaptation to aging; death and dying; community social services; how aging affects personal needs and resources; and government responses to the needs of aging.

SOC 420   5 Credits
Sociology and World Cultures

This course addresses the relationships among different social institutions, examining the dynamics in social groups while discussing the concepts of control, inequity, and change. Students will also develop a background on cultural intelligence and its relevancy in the workplace. Students will explore the various cultures they belong to and how their sense of identity impacts their perceptions. Students will also learn how self-efficacy and the concept of self-influence affect cultural intelligence. Emphasis is placed on improving cultural

intelligence skills to positively impact their personal and professional lives.

Statistics

STA 322   4 Credits
Statistics

This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 220 or with the consent of the Dean.)

STA 325   5 Credits
Statistics

This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 225 or with the consent of the Dean.)

STA 326   5 Credits
Statistical Analysis

This course focuses on the practical skills needed in statistical analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 226 or with the consent of the Dean.)

Visual Web Design

VWD 101   5 Credits
Introduction to Front End Web Development

This course introduces the digital tools used in visual communication and web development. Students will learn the basic function and utility of industry-standard hardware and software. In addition, students will learn best practices in design workflow, including file

organization, file management, and system backup and maintenance.

VWD 190   5 Credits
HTML/CSS Basic Syntax and Structure

This course introduces the basic structure and syntax of HTML and CSS. Students will learn the tag structure of a web page, while learning how to use CSS to create alignment and styling for those elements. Emphasis will be to build page structure for web and mobile devices while implementing HTML and CSS best practices in site management and creation of pages and micro pages.

VWD 195   5 Credits
Scripting Languages I

This course introduces the basic structure, functions, and syntax of JavaScript. Students will learn the key fundamental features of writing client-side JavaScript to create dynamic web pages or applications. Additionally, students will learn how to manipulate HTML and CSS using JavaScript to create dynamic website elements and styling.

VWD 210   5 Credits
Project Management for the Web Design Process

This course introduces web design and development life cycle methodologies related to project management. Students will learn web or application development and testing with regards to best practices, maintenance and extensibility. Additionally this course will focus on the web design process using creative and innovative UX (User Experience) design principles.

VWD 214   5 Credits
Database Building with MySQL

This course introduces the fundamentals of creating a well-designed database using MySQL. Students will learn to use database architecture and MySQL syntax to create and manipulate stored data using simple MySQL statements.

VWD 225   5 Credits
Server Side Scripting I

This course introduces the basic structure, functions, and syntax of PHP. Students will learn the key fundamental features of writing in a server-side scripting language to create dynamic web pages or applications. Additionally, students will learn how to incorporate PHP into HTML code to create dynamic website elements that will visually engage the viewer.

VWD 295   5 Credits
Animation Scripting

This course focuses on developing web-based animations using CSS3, HTML5, and JavaScript. Students will focus on CSS manipulation, animation effects, and HTML event methods to improve the user experience with engaging visual elements.

VWD 299   5 Credits
Personal Branding and Marketing Strategies for Web Design

This course provides an opportunity for students to reflect on past projects to identify gaps. Students will then determine strengths that will define future pathways for employment goals in the Web design industry. Emphasis will be placed on developing a cohesive personal brand, marketing strategies, and creating a portfolio to showcase their design and coding skills.

VWD 320   5 Credits
Responsive Web Design

This course focuses on designing responsive layouts for mobile, tablet and desktop devices. Students will learn multiple techniques for creating a responsive website or application.

VWD 325   5 Credits
Server Side Scripting II

Students will learn to incorporate MySQL with PHP to create dynamic web page database components. This course will focus on scripting, visual design, data validation, secure data processing, and debugging. (Prerequisite: VWD 225 or with the consent of the Dean.)

VWD 350   5 Credits
Creativity with HTML5 and CSS3

This course focuses on the creative elements of HTML and CSS. Students will learn to incorporate visual elements utilizing HTML and CSS code, and advanced CSS attributes and properties to create graphics for a web page.

VWD 395   5 Credits
Scripting Languages II

This course will focus on industry standard scripting libraries to learn core concepts, common patterns, services, routing, and test script developed. Students will learn the best practices in building fully-functioning web applications utilizing various scripting library frameworks.

VWD 490   5 Credits
Front End Web Design and Development Portfolio

In this portfolio course, students will revise pieces completed over their degree journey to a professional level. The focus of the class will be on building a strong collection of projects that showcase their web design and development skills. Emphasis will be placed on preparing to enter the job market by refining their personal brand and skillset, building up networking strategies, and honing interviewing skills.

Online Equipment Facilities

Equipment – Independence University

Independence University Online Campus is located near a major freeway with easy access for employees and students. The resident program is housed with classroom space and administrative offices.

IU currently shares in the leasing of systems and services through Rackspace and Canvas. These include the following shared servers: Canvas, Email, Domain Controller, Web Server, File Server, two database servers (Canvas and CampusVue), and terminal servers for accessing the CampusVue application. Rackspace provides cooling, power, data backup, monitoring, hardware support, bandwidth (connectivity) and security for the leased systems.

ONLINE ACADEMICS

Online Attendance

Attendance/participation is essential to a student's successful completion of each course, including externship.

Students taking a fully online course are expected to participate, at a minimum, of four (4) days each week in their course. Online course participation occurs through the college's Learning Management Systems (LMS).

Several LMS participation activities count as attendance, including: submitting homework assignments, taking assessments, online reading in the LMS course shell, participating in discussion board chats, and completing daily checkpoint activities. The daily checkpoint activities tie directly to learning objectives, with gradable questions each day, and only for that day. Completion of daily checkpoint activities is included as part of the student's online course grade.

If an online student fails to attend/participate in his/her online course for five (5) consecutive days, then the student will be contacted by Student Services about their poor attendance/participation and will be reminded/

encouraged to actively attend/participate in his/her course.

If the student fails to resume attendance/participation in his/her online course, then he/she will receive a daily notice from Student Services reminding him/her to attend/participate in the course. These daily notices will also include a warning that failure to attend/participate for fourteen (14) consecutive days will result in termination from the program.

If an IU student has no attendance/participation for ten (10) days, then he/she will receive an Attendance Warning Letter.

Level of attendance	Action
Fails to participate 5 consecutive days	Warning Notice sent
Fails to participate for 10 consecutive days	Placed on Attendance Warning, Meet with Dean
More than 14 consecutive days absent	Termination

*IU defines a week as 7 days starting Monday and ending the following Sunday.

Respiratory Care BS Completer Programs

Students are required to attend all classes, laboratories, and clinical sessions. In the event that a student must miss a day, then the student must inform the instructor. If a student misses a day for a severe illness or emergency, then the student must notify and meet with the Program Director.

Attendance is required for all clinical assignments. Students cannot change their clinical schedule without prior approval from the College. All absences must be made up within the current clinical rotation. Clinical tardiness is treated as an absence.

Independence University does not accept leaves of absence.

Class Size

Class size will vary. The maximum scheduled for online classes is 45 students.

Class Schedule

Classes are offered by online instruction.

Course delivery methods:

1. Asynchronous Distance: Internet-based courses that are not time or location specific. A student interacts with the coursework, prepared by an instructor, using the internet and our Learning Management System.

2. Synchronous Distance: Internet courses that are time but not location specific (i.e., classes are scheduled for a specific time but can be accessed via the Internet). Students interact in real-time with classmates and the instructor using the internet and a software product called Zoom. Zoom allows the students to ask questions either verbally or through text and get responses immediately.

Scheduling

Courses are scheduled so that students should be able to complete all program requirements on time unless the student fails courses, fails to achieve core requirements, or withdraws and re-enters. Students with transfer credits may experience disruptions in their schedule. If any of these circumstances occur, the institution will make every effort to schedule the student with a full schedule each module; however, courses will not be scheduled simply to facilitate the student who has interrupted his or her schedule. Students are urged to do everything possible not to interrupt their schedule.

Clinical: The times and locations of clinical rotations are variable and depend upon hospital demands. In their clinical rotations, students will spend 36 hours per week at a clinical setting (hours and schedules vary by site, but students should plan on working the day shift). Due to the dynamic and limited nature of the clinical environment, students do not necessarily receive their choice of clinical sites. Students, at their own expense, may have to travel to participate in clinical rotations.

Externship Requirements

Externships should be attended during normal office hours only, and students are responsible for transportation to the externship site. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus to provide general experience in a field of training but not specific experience within a field. Students may not expect to receive an externship in any specialization within a given field.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the Institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the Institution, the state accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

There may be situations where a student desires a specific certification following graduation that requires the completion of externship hours or clinical work beyond what is offered in the program. The institution will assist the graduate with these requirements but makes no promise or guarantee as to the availability of additional externship sites or clinical opportunities.

If a student has prior misdemeanor or felony convictions, they may be subject to denial of externships, employment opportunities, and/or professional licensure. The student is advised that, in order to comply with clinical or employment requirements, they may be required by some hospitals or businesses may require a criminal background check and/or drug screening.

Course Load

For 5-credit version programs, students will be scheduled in courses totaling 20 quarter credits every 16 weeks. For all other programs, students will routinely be scheduled in courses totaling at least 18 quarter credits every 16 weeks. However, course loads may vary from module

to module depending upon the student's program, academic performance, and other variables.

Online Make-Up Work

Students who have been absent are expected to make up all missed work prior to returning to classes and to proceed with the new course material in the original sequence. Courses are normally delivered by the traditional lecture/lab instructor-led method. In special circumstances, these same courses may be delivered in an alternative style.

Online Transfer of Credit for Undergraduate Programs

Credit Transfer from Another College

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus's own courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Provost. The institution does not currently have any formal articulation agreements to accept credit from other schools. The maximum transfer credits allowable from other institutions are:

To Associate's degree programs: No more than 75% of the credits may be transferred. Transferred credits must be C- or better. Credits in core courses may not be more than 15 years old and credits in core technical courses may not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected if appropriate for educational relevancy.

To a Bachelor's degree program: No more than 75% of the credits may be transferred. Transferred credits must be C- or better (B for nursing and C for Respiratory Therapy). Credits in core courses may not be more than 15 years old and credits in core technical courses may

not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected if appropriate for educational relevancy.

Transfer Credit Process

The applicant must supply a college transcript for transfer of credit to occur. For courses that do not match the institution's current courses, a catalog or course syllabus must be provided.

Course Numbering

Generally, 100- and 200-level courses are for associate's-level work, 300- and 400-level courses are for bachelor's-level work, and 500- and 600-level courses are for master's-level work. In transferring in credits, no 100- and 200-level courses may be used to satisfy our 300- and 400- or 500- and 600-level courses. However, 300- and 400- or 500- and 600-level courses for another accredited institution may be used to satisfy 100- and 200-level courses at our institution if the course descriptions are similar.

Course Credits

A sufficient number of credits earned from the transferring institution must equal the credits we grant for a course. Example: a sociology course transferred to us must be 4 quarter credits or 3 semester credits to satisfy our sociology course requirements. (Semester credits x 1.5 = quarter credits).

Continuing Education Units/Seminars

Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our colleges. A student who has continuing education units and/or seminars in courses scheduled in the student's program, may challenge the course by passing the examination with a score of 90% or greater. If the student passes the examination, the student will receive a grade of PE on his or her transcript.

CLEP, DANTES, AP, and Certification Credit

The college may award credit to students who score at or above established levels on College-Level Examination Program (CLEP), Defense Activities for Non-traditional Education Support (DANTES) examinations, Advanced

Placement (AP), and college recognized certifications (i.e., Cisco, Microsoft, A+, etc.). Some core courses may not be transferable (i.e., medical clinical core courses). Information regarding specific CLEP, DANTES, and AP equivalents/scores may be obtained from the Dean or Campus Director. Tuition is adjusted accordingly.

Pass by Exam

Students may challenge out of a course by taking a competency examination. To successfully earn credits the student must score 90%(80% for APP101/APP110 - Computer Fundamentals) or better on the challenge exam. The challenge exam must be completed 7 calendar days (or more) before the first day of the module in which the course is scheduled. Courses passed by challenge exam will be awarded a "PE" (Pass by Exam) grade, will not count as attempted credits and are not eligible for VA benefits or federal financial aid. There will be no charge to the student for courses passed by examination.

Prior Learning Assessment

A student may be eligible for college credit earned through life experience. These experiences may happen through work, the military, community related activities, free online education such as MOOC, or other independent studies. The following process applies to PLA credit:

1. The student must be in good standing (academic, financial, and conduct) with the university in order for an application to be processed.

2. The student must complete the Prior Learning Assessment Form and a portfolio and submit these to the dean at least thirty (30) days prior to being scheduled for the course.

3. The portfolio must include the following:

   a. Name of course, course description (from catalog), and the course objectives;

   b. Cover letter that summarizes why the student believes he/she has experience demonstrating mastery of the course objectives (usually one page);

   c. A statement or short report (1-3 pages) for each course objective explaining how the student has experience that demonstrates mastery of the course objectives; and

   d. Supporting documents including resume, performance reviews, certifications and awards.

The Prior Learning Assessment Form and portfolio are reviewed by the academic staff to determine whether the submitted materials demonstrate that the student has mastered the learning objectives of the course.

If the portfolio is approved, credit for the course is awarded with a "PE" (Pass) grade. PLA courses do not count as attempted credits.

Credit Transfer to Other Colleges

Graduates or students who are considering transferring from the university to other institutions should recognize that programs at the university are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. It should also be noted that in any transfer situation, regardless of the colleges involved, **the acceptance of credits is at the sole discretion of the accepting college and our Institution makes no representations whatsoever concerning the transferability of any college credits to any other institution. Our Institution's credits generally are not transferable to other colleges** unless a written articulation agreement between our institution and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

Credit Transfer from Affiliated Colleges

Students who are transferring within the affiliated college system will have their credits automatically accepted.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation. Likewise, a student who transfers from one campus to another with

a GPA that warrants honor status will retain that status at his or her new campus.

Credit Transfer for Veterans, Active-Duty, Reserve/Guard, and Dependents

The institution maintains a written record of the previous education and training of veterans or eligible persons. No more than 25% of a transfer student's prior academic work will be accepted towards a degree, with the training period shortened proportionately. The veteran or eligible person will be notified of prior credit granted.

Special Conditions for Students Eligible for Military Benefits

The institution requires, for academic residency, a minimum of 25 percent of the degree requirements for all degrees to be completed in residency at any time for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognize and use the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcripted by the community college of the Air Force, when applicable to a servicemember's program.

Program Transfers

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however, at times a student may request a program transfer.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program.

Students are required to apply in writing to the Provost for a program transfer, and must be approved by a Financial Planning Officer and the Provost. Any exception to this policy is at the discretion of the Provost.

Online General Grading Guideline for Undergraduate Programs

Grade	%	Grade Points	Explanation
A	94–100	4.0	Excellent
A-	90–93	3.7	
B+	87–89	3.4	
B	84–86	3.0	Very Good
B-	80–83	2.7	
C+	77–79	2.4	
C	74–76	2.0	Average
C-	70–73	1.7	
D+	67–69	1.4	
D	64–66	1.0	Poor
D-	60–63	.7	

Passing grade for Associate's and BS degree programs; grades for state licensing requirements may vary from graduation requirements.

F	59 or below	0	Failing
I		0	Incomplete

An Incomplete (I) grade turns to F within four weeks of the end of the module if work is not completed for an academic grade.

PE	**		Passing by exam
IP	**		Attempted, partial completion
P	4.0		Passing (Online Medical Assisting AOS only)
W	*		Withdrawal
T	N/A		Transfer of credits from another educationalinstitution
◆			Transfer of credits from an affiliated educationalinstitution

*See Course Withdrawal section.

**PE grades are issued for courses taken by exam. PE and IP grades do not affect the GPA calculation.

Previous Grading System:

WP/WF	N/A	Withdrawal (Pass/Fail)
NA	N/A	Not Attempted

NOTE: PE, IP, W, WP, WF, and T do not affect the GPA calculation.

Independence University Grading Guidelines:

Students in a master's program must earn a 2.0 or better in master's level courses in order to count them toward graduation.

Incompletes

Incomplete grades are counted as credits attempted and affect the maximum time frame, but do not affect the grade point average. An incomplete (I) grade may be issued to a student who is passing a course but who has not completed all required work. The student will be allowed up to four weeks to complete the coursework. When the coursework is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F".

When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F". The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credit hours attempted. If the incomplete prevents a student from meeting graduation requirements, the student will not be eligible for employment assistance services.

Grade Changes

Changing a student's previously recorded grade is a matter of academic integrity requiring documentation to justify and explain the change. Grade changes typically involve a student being given an extension of time to complete a course, or the opportunity to improve his or her recorded grade through the submission of additional work. In such cases, the student generally has up to four weeks from the end of a module to submit course work. All grade changes must be approved by the VP of Academic Affairs.

Non-credit Remedial Courses

Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

Prerequisite Courses

If a student fails a course that is a prerequisite for another course (conditional course), the student must successfully complete the prerequisite course before taking the conditional course; there are no exceptions to this policy. If a student fails a course that is not a prerequisite for another course, the student may continue in the program and repeat the course at a later date, provided that the maximum time frame standards are not exceeded.

Grade Reports

The students can print a report of their grades electronically through the student portal. For purposes of academic progress and graduation, the cumulative GPA from the student transcript is used.

Student Records

All student records are kept for at least five years from the last date of attendance unless they are subject to a U.S. Department of Education program review that is outstanding beyond such five-year period, in which case the records are kept until the completion of the review. To review records, students or alumni should contact the campus registrar.

Transcript Policy

Independence University Online has partnered with Parchment® to securely order and send Official Transcripts at a cost of $5.00 per request. Students and Graduates can order Official Transcripts at: https://www.parchment.com/u/registration/54489/account Graduates may request a diploma replacement for a $25 fee.

A student with a hold on their financial account is not eligible to receive an official transcript until the hold is resolved.

Grades of transferred courses from other institutions are recorded as a "T" grade and do not contribute to quality points in calculating the student's cumulative GPA at our colleges.

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act, which became law on November 19, 1974, the University hereby notifies all students of their rights in connection with educational records maintained by the University. All students are entitled to review their educational records maintained by the institution by making a request to the Campus Director. Within forty-five (45) days after the request is made, the educational records of the student will be made available to the student. If the student believes that information in the educational records is inaccurate or misleading or violates the privacy or other rights of the student, the student may request that the institution amend the records. If the institution refuses to amend the educational records of the student, the institution will inform the student of the right to a hearing to seek the correction of information in the educational records. At the hearing, the student will be afforded an opportunity to present evidence that is relevant to the issues, and the student may be assisted or represented by an individual of his or her choice at his or her own expense, including an attorney.

The decision of the institution shall be based solely upon the evidence presented at the hearing. If, as a result of the hearing, the student believes that the information is not accurate, is misleading, or otherwise is in violation of the privacy or other rights of the student, the student has the right to place in the educational records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the institution.

The institution maintains student records on the campus premises for a period of not less than five years. The institution maintains student transcripts in perpetuity.

A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Online Satisfactory Academic Progress for Undergraduate Programs

Standards of Satisfactory Academic Progress

All students, including VA students, must progress satisfactorily toward meeting graduation requirements. Academic progress is measured in two ways: (a) grade point average, and (b) course completion. The academic progress of each student will be reviewed at the end of every term. A student is considered to be making academic progress if his or her grade point average is above the minimum requirement and the student has successfully completed at least 67% of the credits attempted, otherwise known as the completion rate standard. The evaluation points, grade point average standard, and the completion rate standard are provided in the table listed.

Required Evaluation Point	Minimum CGPA with 67% of Credits Attempted/ Completed
(Bachelor's Degree Program)	

Required Evaluation Point	Minimum CGPA with 67% of Credits Attempted/ Completed
First term	1.0
Second term	1.5
Third term	1.8
Fourth term	2.0
End of each term until 150%	2.0
(Associate of Applied Science and Occupational Associate's Degree Program)	
First term	1.0
Second term	1.5
Third term	2.0
Graduation	2.0
150% of the program	2.0

Maximum Time Frame

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to meet satisfactory academic progress standards. The student must complete the program within the maximum time frame in order to graduate.

For example, if a program requires 90 credit hours to graduate, the student can take up to 135 credits in order to complete the program. Taking extra credits occurs primarily when a student has to repeat a course. Students who reach their maximum time frame and have not graduated must be dismissed from the institution.

Calculation of SAP

Satisfactory progress and successful course, completion is not affected by "passed by examination" (PE).

Incomplete grades are counted as credits attempted and affect the maximum time frame but do not affect the grade point average. When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F".

Pass/fail courses, credit/no-credit courses, and courses assigned a grade of IP are counted as credits attempted

and affect the maximum time frame but are not considered in the grade point average calculation. Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

A withdrawal grade (W) is counted as credit attempted, but not completed, and will adversely affect a student's satisfactory academic progress. A grade of W does not affect the student's cumulative GPA (CGPA).

In the case of a program transfer, all credits earned in the original program that apply to the new program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits earned in the original program that apply to the new program will be calculated toward satisfactory academic progress in the new program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

In the case of a previously earned credential, all credits earned in the program that apply to the current program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits awarded in the earned credential that apply to the current program will be calculated toward satisfactory academic progress in the current program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

Grades of accepted transferred courses from other institutions, including those from previous credentials, are recorded as a "T" grade and count as credit completed, but do not contribute to quality points in calculating the student's cumulative GPA at our colleges.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation.

Course Completion and Progression

Programs are not designed to facilitate course repetitions due to the short, fast-paced, and intense nature of the coursework. Courses completed with a passing grade may not be repeated. If a student fails a course or earns a nonpassing grade (see General Grading Guidelines), that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. Each attempt is recorded on the student transcript but only the highest grade is reflected in the cumulative GPA. Each attempt at the course would be counted as a "course attempted" in the calculations for successful course completion and maximum time frame. Repeating a course in a program will result in the assessment of tuition charges at the current credit hour rate. A course may be taken a maximum of three times.

If a student fails a course or earns a non-passing grade three times, he or she will be dismissed from school. Students who fail to pass five consecutive courses will be dismissed from school. A dismissal for failing a course three times ("three-strike rule") may be appealed. An appeal of a three-strike dismissal is not bound by the mitigating circumstances specified in the Satisfactory Academic Progress policy; an appeal of a three-strike dismissal may include other factors for the Appeals Panel to consider when evaluating the appeal. All appeals must be approved by the Campus Director and documented in the Student Information System.

Satisfactory Progress Verification

When financial aid electronic disbursement rosters are received, the financial aid officer at Central Financial Aid (CFA) quickly checks that the student is eligible for the disbursement. If the student does not have the required time and credits, it is so documented on the student's academic record.

The Director of Financial Aid at CFA is fully responsible and accountable for verifying and documenting that the student is entitled to the funds by checking the required time and credits correlating to satisfactory progress.

Financial Aid Warning

To ensure a student's success in a program, the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 67% of the credits attempted in an evaluation period, the student will be placed on Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

Online Dismissal

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, or non-observance of other student regulations. A student who is dismissed may appeal to the Campus Director of the University, who will make the final determination.

Students may be terminated from the institution, without a right to appeal, after 14 consecutive days of non-attendance. However, the student will be allowed to petition for readmission.

Dismissal for Unsatisfactory Academic Progress

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student immediately becomes ineligible for federal financial aid and is dismissed (immediate dismissal is suspended if the student files an appeal). A student who fails to meet SAP standards at the end of their FAWS period may file an appeal (see next section) with the Appeals Panel. The Appeals Panel will determine if the student is eligible for

continued enrollment and access to federal financial aid. If a student's appeal is denied, the student is dismissed.

Appeal

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the dismissal. The appeal must be done in writing and submitted in the form of a letter to the Provost The letter must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;

2. Provide documentation in support of any mitigating circumstances;

3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and

4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a institution Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and documentation are reviewed, the student will be notified if his or her appeal has been granted or denied.

If the appeal is granted, the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period, and during that time, access to financial aid is reestablished. If the appeal is denied, the student will not be allowed to reenter to their original program of study; however, may re-enter, upon approval, to a different program of study.

Financial Aid Probation

When a student is placed on Financial Aid Probation Status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions,

repeating a course for which the student received a failing grade, repeating a course from which the student withdrew;

2. Sign the academic plan (a copy of the plan will be kept in the student's file); and

3. Meet weekly with the Faculty Program Advisor to review how well the student is advancing on the academic plan, and how well he or she is progressing in meeting the minimum standards of academic progress.

If a student on Financial Aid Probation Status does not achieve the minimum standards of academic progress at the end of the evaluation period established in the written academic plan, the student is dismissed from the institution and access to financial aid is suspended. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the institution sooner than the end of the evaluation period.

Campuses are required to promptly notify the Veterans Administration when a student receiving VA benefits is placed on academic probation.

Mitigating Circumstances

Mitigating circumstances are those conditions which the student has little control over, and most often have an adverse effect on academic progress. Mitigating circumstances must be documented and are limited to the list below:

1. Death of an immediate family member;

2. Illness of an immediate family member where the student is the primary caretaker or is the primary source of financial support;

3. Student illness requiring hospitalization;

4. Student experiencing chronic, long-term illness impacting the student's ability to be successful in school;

5. Abusive relationship;

6. Prolonged divorce proceeding;

7. Previously undocumented disability;

8. Work-related transfer during the evaluation period;

9. Change in work schedule during the evaluation period;

10. Unexpected loss of employment;

11. Natural disaster;

12. Financial hardship such as foreclosure or eviction; and

13. Loss of transportation where there is no alternative transportation.

Online Cancellation and Withdrawal

Cancelling Enrollment Prior to Starting Class

If you are not accepted into the University your enrollment agreement will be cancelled, and the University will refund all money paid within 30 days. You may cancel the enrollment agreement within three (3) business days and receive a full refund of all money paid within 30 days. If you have not visited the institution prior to enrollment, you may withdraw without penalty within three business days following a tour of the University facilities and inspection of equipment where your education services will be provided (This provision is not applicable to students who are taking a program at the University that is delivered in a distance education, online, format). You will also receive a full refund within 30 days if your educational services are discontinued by the University or if your starting date is postponed by more than 90 days.

Online Cancellation After Classes Have Started

You may cancel enrollment for any reason up until midnight of the fifth day of scheduled classes in the first module of the first academic year, and the institution will refund any monies paid, minus any charges for

books and equipment not returned and uniforms issued. Thereafter, you may terminate your enrollment by giving written notice to the institution. Such notice is effective when the institution receives the notice. The written notice of cancellation need not take any particular form.

False Start Period

The first three weeks of attendance is considered an evaluation period that allows both the University and the student to determine if the educational program is a good fit. At the end of the three-week period, if either the university or the student determines that the student may not have the commitment, readiness, desire, or ability to succeed in the program, the student's enrollment will be cancelled, all charges will be removed from the student's ledger, and any payments received will be refunded.

Course Withdrawal

A student who withdraws from a course receives a grade of W. A student may officially withdraw by the first Friday at the end of the first week of the module.

All courses with a final grade of W are considered attempted credits and will be charged tuition accordingly. PELL and SEOG can be awarded for courses given a grade of W.

Since a grade of W is counted as credit hours attempted but not completed, it will adversely affect a student's Satisfactory Academic Progress (See Standards of Satisfactory Progress). A grade of W does not affect the student's cumulative GPA (CGPA).

A grade of W may only be issued in the following circumstances:

- A student has attended at least one day of the class during the first week of the module and then formally withdraws with the Registrar before the end of the first week of the module.

- A student has attended beyond the first week of the module, is in good standing (good attendance and passing grades), and is forced to withdraw due to extenuating circumstances which are limited to verified medical problems including pregnancy

(either with the student or his or her immediate family), military obligations, jury duty, or death in the family that causes extended hardship. If a student attends beyond the first week of the module and then withdraws for reasons other than those listed above, a grade of F will be issued. An F grade academically lowers the student's grade point average and adversely affects the student's academic progress.

Program Withdrawal

Students who find it necessary to withdraw from a program should have an interview with one of the following: Dean, Registrar, Faculty Program Advisor, Student Services Advisor, or Associate Dean of their program. The student is also required to have an exit interview with a representative of the Financial Aid Office. If a student provides notice of withdrawal in writing, the date on which the notice is mailed with appropriate postage is the date of withdrawal.

Online Readmission

Readmission to the institution following dismissal or withdrawal will be at the sole discretion of the institution. Students whose enrollment has been terminated may appeal the termination to the Campus Director or the Dean in writing for reinstatement. The written request should contain a summary of why the student feels he or she should be readmitted. Students applying for re-admission must satisfy all current admissions requirements. The Campus Director or Dean shall review all requests on a case-by-case basis. Mitigating circumstances will be taken into consideration. However, the institution reserves the right to refuse to readmit any student who does not meet the institution's academic or behavioral standards.

Re-establishing Eligibility for Federal Funds

If a student is allowed to return to the institution after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the institution to pay for

courses while reestablishing eligibility for federal funds. Once the student has met the requirements listed in the Financial Aid Probation subsection above, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during the probationary period of one academic year, he or she will be dismissed from the institution. The student may appeal the decision for dismissal in writing for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to re-enter.

Online Student Conduct

Students at the institution are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

1. Interruption or any manner of interference with the normal operation of the university;

2. Destruction, damage, or misuse of university equipment, facilities, or property;

3. Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in university-related activities;

4. Illegal possession, use, or furnishing of drugs while on campus or while involved in university-related activities;

5. Physical, written (via electronic or other means), or verbal abuse of another person in the university community, whether such person is a student or university staff member (such abuse includes but is not limited to profanity, threats, and violent communications). The university reserves the right to report such abuse to law enforcement;

6. 6Theft of another's property occurring on university premises;

7. Participation in hazing;

8. Academic cheating or plagiarism;

9. Commission of other offenses (including use of inappropriate Internet material) that in the

opinion of administration may be contrary to the best interest of the university community.

Sanctions that may be imposed are:

1. Warning
2. Suspension
3. Expulsion

When appropriate, the institution will issue warnings prior to dismissing a student for poor conduct. The institution, however, may dismiss a student without warning if the offense is serious. The Campus Director makes the decision as to the seriousness of any offense. Additionally, termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

Academic Dishonesty

Cheating is defined as the giving or receiving of aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on class work, homework, tests or any other assignment that is his or her own responsibility.

Plagiarism violates the central core of the university's educational philosophy. It involves stealing another person's work and claiming it as your own. It occurs whenever one directly copies another person's intellectual effort and integrates it into his/her class work without giving proper credit to the author.

Paraphrasing is defined as "a restatement of a text or passage giving the meaning in another form." (Webster's New Universal Unabridged Dictionary, 1996). When one paraphrases but intentionally omits authorship of the work, this too is a violation of academic honesty.

As a student, you have an individual responsibility to understand what cheating, plagiarism, and improper paraphrasing are. You must also be aware that the consequences for doing any of these activities are severe. Whenever you have doubt about what constitutes cheating, plagiarism, or paraphrasing, contact your instructor. With the advent of the Internet, the potential

for cheating by simply cutting and pasting information into your paper is tempting. Be aware that these dishonest activities will not be tolerated and instructors have access to increasingly sophisticated search engines to "test" the validity of your work. Plagiarism, in particular, is easily traced. Don't do it.

Consequences: Upon finding that a student has violated the policies on Academic Honesty, the consequences will be:

1. The first offense is failing the assignment.
2. The second offense is failing the course.
3. The third offense is dismissal.

Dress Code

Students are required to dress modestly and in appropriate professional dress for any clinical, practium or externship. Consult orientation materials for specifics on each program's dress code. Failure to comply with the program dress code could result in losing your clinical, practicum or externship site.

Online Graduation Requirements and Awards for Undergraduate Programs

To be eligible for graduation, students must meet the following requirements:

1. Pass with a D- grade or higher all core and non-core courses.
2. Attain a 2.0 cumulative grade point average.
3. Pass the number of credit hours required for the program within the maximum time frame.
4. Satisfy all financial obligations.

Degrees/Diplomas Granted

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree or diploma, indicating satisfactory completion and passing of all program requirements. The institution offers programs leading to a diploma, an Associate of Occupational Studies degree, an Associate of Applied Science degree, a Bachelor of Science degree, and a Master's degree.

Graduation Honors

A student may graduate with honors as follows:

- Summa Cum Laude for graduating with a 3.91 cumulative GPA.

- Magna Cum Laude for graduating with a cumulative GPA between 3.76 and 3.90

- Cum Laude for graduating with a cumulative GPA between 3.50 and 3.75.

Online Student Services

Tutoring

Any student at any time can request tutoring by contacting a Faculty Program Advisor or a Student Services Advisor. Tutoring will be provided at no cost to the student by an advanced student, teaching assistant, instructor, or staff member.

Advising

Advising is an important service at the University. Each campus has administrators who guide students through problems that may arise while enrolled at the college. The administrator may enlist the expertise of community resource groups, Faculty Program Advisors, Student Services Advisors, Active Student Planners and Career Services Advisors in resolving student problems, whether personal or scholastic in nature.

Career Services

Students and graduates of the University are encouraged to utilize the assistance of the Career Services department throughout their academic and professional careers; there is no charge for the utilization of these services. The Career Services department mission is to assist students and graduates in making informed decisions about their careers, identify employment opportunities, and provide assistance with the skills needed to complete a successful career search. Planning a career is a long-term process, and students are encouraged to understand and use the services available to them throughout their education. The University does not guarantee employment but can provide networking techniques, contacts, potential interviews, and guidance during the job seeking process. The Career Services department does not offer a resume-writing service, but rather provides models from which a student can write his or her own resume. The Career Services staff provides guidance and assistance to students and graduates in their career pursuits by providing feedback for a strong and effective resume and engaging in sound networking practices.

Graduates experiencing difficulty in securing employment have the opportunity to audit one or more courses at the University at no charge, to update professional skills, employment techniques, and social interaction.

A graduate requesting career services after a significant period of time away from the University should be current in vocational skills and conceptual understanding aligned with the program in which he or she graduated and therefore may elect to audit one or more courses at the University at no charge.

The University reserves the right to deny career services to any past or present students. Such denial can be based upon student conduct that may be significantly detrimental to the integrity of the University such as failing to pass a drug test, being fired from previous employment for illegal or immoral acts, committing acts against company policy, or being subject to a felony investigation or conviction. Students with a felony conviction may find it more difficult to secure satisfactory employment. Even some misdemeanors prevent employment depending upon the field being pursued.

Library

Library Services housed in the online Study Hall Academic Resource Center (SHARC) is available twenty-four hours a day. It includes library research materials, access to tutoring and writing centers, the current version of the catalog, and attempts to provide all resources and access points to information critical to the success of the student. Full-time librarians manage the Library Services.

Campus Security

The University strives to provide a safe environment for our students' learning experience. Our facilities are located in business settings, and trespassing laws are enforced on our premises. If a crime is committed on our premises, university personnel are available to assist students.

Pursuant to the requirements of the U.S. Department of Education, colleges publish all known occurrences

of crimes committed on campus. These statistics are available in the Financial Aid Office and are also part of the orientation materials. In the event of a crime, an incident report must be completed, and a police report may be filed. Any and all occurrences of crime committed on the campus should be reported immediately to the administration of the university. In the event a sexual assault should occur on campus, the victim and any witnesses present are to report the crime to campus officials immediately. In order that the crime can be fully investigated, the police will be contacted.

The university provides timely written information on personal safety and anti-crime measures as they become available. An annual report is available for all students and personnel of the university.

Online Copyrighted Materials Policy and Sanctions

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing and the unauthorized use of the college's information and its technology systems, may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the school's information-technology system, may face termination from the institution. In addition, the student may face criminal penalties as summarized below. This list is not all-inclusive, and the student needs to be aware of the severe sanctions imposed on violators of these policies.

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

Online Student Complaint/Grievance Procedure

Student Complaint Hotline

A student who has questions or concerns that have not been fully addressed by the campus staff can contact the Student Hotline at 877-402-0954; or via email to: wehearyou@independence.edu,
or via regular mail to Student Hotline, 4021 South 700 East, Suite 400, Salt Lake City, UT 84107.

Furthermore, to the extent a student has questions or concerns with respect to the Company's policy against discrimination on the basis of sex, including sexual harassment, or wishes to report sex discrimination, including sexual harassment, the student should contact Title IX Coordinator Danielle Lammi, 4021 South 700 East, Suite 400, Salt Lake City, Utah 84107, danielle.lammi@collegeamerica.edu, 801-284-7535.

Alternative Dispute Resolution

While no one expects disputes and conflicts, sometimes they do occur, and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least-

expensive manner. The student therefore agrees to follow the three steps below:

Step One: Except as provided by applicable state law, any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising from or connected to enrollment and attendance at the university ("dispute") may first be taken up with the Program Director. If the dispute is not then resolved, a written statement may be made of each party's position and submitted to the Corporate Chief Executive Officer for a final decision. The parties may proceed to Step Two if the dispute is not resolved in Step One.

Step Two: The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in Salt Lake City, Utah, and any party may choose to appear by telephone or by videocast. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

Step Three: Jury Waiver and Agreement to Binding, Individual Arbitration

Any dispute that a student may bring against the university or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which the university may bring against the student, no matter how characterized, pleaded or styled, shall be resolved by confidential binding arbitration by a single arbitrator. The student acknowledges an understanding that both the university and student forever waive rights to a trial by jury, and elect instead to submit all disputes (claims) to the binding, confidential decision of a single arbitrator. The student understands that the decision of the Arbitrator will be binding, and not merely advisory. Any party may choose to appear by telephone or videocast. At the student's election, the arbitration shall be conducted by the Better Business Bureau ("BBB") or by the American Arbitration Association ("AAA") under its Consumer Arbitration Rules ("Consumer Rules"). Any and all disputes concerning the interpretation, scope, and enforcement of this Arbitration Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator. The Federal Arbitration Act ("FAA") shall govern the interpretation, scope, and enforcement of this Arbitration Agreement and the arbitration. If any part of this Arbitration Agreement

is declared unenforceable or invalid, it shall be severable and the remainder of the Arbitration Agreement shall continue to be valid and enforceable.

Terms of Arbitration

1. The student agrees that any dispute or claim he or she may bring shall be brought solely in his or her individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass, consolidated or joint action.

2. Except as provided by applicable state law, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the arbitration administration. The student agrees that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.

3. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any error of material fact, in law, or in legal reasoning, and such error shall be corrected on appeal as provided below.

4. This Arbitration Agreement does not affect either party's right to seek relief in small claims court for disputes or claims within the scope of the small claims court's jurisdiction.

5. Nothing in this agreement prohibits a student from filing a complaint with the state regulatory agency. A student may, but need not, be represented by an attorney at arbitration. Nothing in this agreement is intended to be, or shall be construed as, (1) a waiver of any right to an investigation of allegations of sexual harassment as contemplated in 34 C.F.R. § 106.45 or of any right to access to any grievance procedures or grievance process required by Title IX, (2) a waiver of any right to file a complaint with the Department of Education, Office for Civil Rights ("OCR"), or (3) an offer of, or a requirement to participate in, an informal resolution process under Title IX. This agreement does, however, govern any claim concerning sexual

harassment or other sexual misconduct of any kind that may be pursued outside the context of Title IX grievance procedures, a Title IX grievance process, or any administrative process provided by the OCR.

6. If a student desires to initiate arbitration, he or she shall first contact the Program Director, who will provide the student with a copy of the BBB Rules or the AAA Consumer Rules. Information about the BBB arbitration process and rules can be obtained at www.bbb.org or 703-276-0100. Information about the AAA arbitration process and the Consumer Rules can be obtained at www.adr.org. The student shall contact the BBB or the AAA, which will provide the appropriate forms and detailed instructions. The student shall disclose this document to the BBB or the AAA.

7. The parties agree to the following arbitrator selection process: The chosen arbitration administration (either BBB or AAA) shall send simultaneously to each party to the dispute an identical list of 10 names of neutral qualified arbitrators. The parties will make a good-faith effort to agree to an arbitrator from the submitted list and to advise the arbitration administration of their agreement. If the parties are unable to agree upon an arbitrator, each party to the dispute shall have 14 calendar days from the transmittal date in which to strike names objected to, number the remaining names in order of preference, and return the list to the arbitration administration. The parties are not required to exchange selection lists. If a party does not return the list within the time specified, all persons named therein shall be deemed acceptable to that party. From among the persons who have been approved on both lists, and in accordance with the designated order of mutual preference, the arbitration administration shall invite the acceptance of an arbitrator to serve. If the parties fail to agree on any of the persons named, or if acceptable arbitrators are unable to act, or if for any other reason the appointment cannot be made from the submitted lists, the arbitration administration shall have the power to make the appointment without the submission of additional lists.

8. Notwithstanding that the arbitration will be binding, if the university or the student loses in arbitration, the losing party may seek review from a court of competent jurisdiction as permitted by law. In addition to the statutory grounds for review, the review shall examine the arbitration award for error as described in item three above. If such review is not available, appeal shall be to a three-member arbitration appeal panel. If in arbitration, the notice of appeal must be in writing and served on the other party and on the BBB or the AAA within ten (10) days of the date of the award. The notice of appeal must specify those elements of the arbitration award that are being appealed and must contain a statement of the grounds for the appeal. Both parties shall participate in the selection of the panel. The fees and expenses of the appeal tribunal and the BBB or the AAA shall be paid in full by the appealing party. Once the notice of appeal is timely served, the arbitration award shall no longer be considered final for purposes of seeking judicial confirmation, vacatur or modification under the law.

Information for Specific States

The student can at any time file a complaint with the Utah Division of Consumer Protection, 160 East 300 South, 2nd floor, P.O. Box 146704, Salt Lake City, Utah 84114, 801-530-6601.

For IU students residing in California: A complaint may be filed by writing to the California Department of Consumer Affairs (DCA) or calling DCA's Consumer Information Center (CIC) at California Department of Consumer Affairs, Consumer Information Center, 1625 North Market Blvd., Suite N-112, Sacramento, California 95834; (833) 942-1120; dca@dca.ca.gov. A student may also file a complaint online at https://www.dca.ca.gov/consumers/complaints/oos_students.shtml.

ACCSC Grievance Policy

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 can

consider contacting the Accrediting Commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint and will be notified of the commission's final resolution. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; 703-247-4212; www.accsc.org. A copy of the commission's complaint form is available at the school and can be obtained by contacting the Campus Director.

ONLINE GRADUATE PROGRAM

School of Healthcare – Master's:

    Nursing Administration

    Nursing Education

School of Business – Master's:

    Business Administration (MBA)

      • Emphasis in Entrepreneurship

School of Technology – Master's:

    Information Systems

Online Graduate Level Admissions Requirements

Applicants for admission must have graduated from an accredited high school, private secondary school, or have completed the equivalent (GED, HiSET, CHSPE, or TASC). The student must also provide a copy of their Bachelor's degree transcript. Transcripts from a foreign country must be translated and evaluated to demonstrate high school and/or Bachelor's degree equivalence as applicable.

Applicants wishing to receive transfer credits for previous education must submit a complete transcript evaluation packet at least 12 days prior to the first class in order for those credits to be applied to the first course. If received after the deadline, approved credits will be applied to the next course applicable.

Students who are selected for verification of documentation for funding purposes regarding proof of high school graduation or equivalent (POG) may submit an unofficial proof of high school graduation with a signed Transcript Request Form if they cannot provide a copy of their high school diploma or GED. Once the student is able to access official POG, they must provide it to the institution immediately. If the student does not provide this documentation in a timely manner, they will be dropped from school and all Title IV funds will be returned.

Arbitration and Class Action Waiver Disclosure: Independence University requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by Independence University prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration

Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Campus Director at Independence University for questions

Applicants to the master's programs must have earned a baccalaureate degree from an accredited institution of higher education and must provide a copy of their college transcript. Applicants must have an undergraduate GPA of 2.5 from an institution accredited by an agency that is recognized by the U.S. Department of Education. Applicants must provide a 500-word, double-spaced personal-statement essay on why they will be successful students in a master's program, including a description of their career goals and their expectations upon graduation. The MBA program is offered both by distance education and on campus in the evening program.

All applicants are required to complete an online readiness assessment (SmarterMeasure) with a passing score of 70% or higher for the technical competency and the individual attributes portions of the assessment. All portions of the assessment must be completed prior to acceptance.

If an applicant scores below 70%, they may take IU's three-week remedial SOAR course. If the applicant successfully completes (80% or above) the SOAR course, they may be accepted into an IU program (provided they meet all other start and admissions requirements).

The applicant must also fall into a learning style category that demonstrates their ability to be successful in online learning. If an applicant's assessment determines that they are primarily a physical learner OR a physical/social learner, they may not move forward enrolling in school without remedial coursework.

An applicant assessed as primarily a physical learner or physical/social learner may take IU's three-week remedial SOAR course. If the applicant successfully completes (80% or above) the SOAR course, they may

be accepted into an IU program (provided they meet all other start and admissions requirements)

Additional Admissions Requirements – Master's in Nursing Education or Nursing Administration – Independence University

Students seeking admission to the Nursing Education and Nursing Administration Master's degree programs must hold a valid unrestricted registered nurse license.

Additional Admissions Requirements - Master's in Information Systems – Independence University

Students seeking admission to the Information Systems Master's degree program must have at least two years related work experience. Applicants must submit a current resume.

Online Graduate Level Admissions Procedures

To apply for enrollment, the student submits the completed application to the Director of Admissions. The student should also request a copy of their Bachelor's degree transcript be sent to the Director of Admissions. A foreign graduate must provide a translated and evaluated copy of a transcript.

Online Graduate Degree Programs

Independence University

Master's Degrees:
Business Administration (MBA)
- Emphasis in Entrepreneurship
Information Systems

Master's Degrees:
Nursing Administration
Nursing Education

The institution reserves the right to vary the order in which courses are offered within each program, to update and make changes to the subject matter, schedules, and course material, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

School of HEALTHCARE Graduate Programs

Master of Science Degree

Nursing Administration

Online

15 Months

The Nursing Administration graduate program prepares nurses for administrative leadership and management roles in managed care, home healthcare, long-term care, and professional and other health-related organizations. Program content focuses on management and organizational theory, ethical and legal issues, and healthcare delivery systems, as well as health policy, information systems, and the management of human, material, and fiscal resources. Graduates are employed as entry-level management of nursing personnel in hospitals, clinics, and private healthcare facilities.

Candidates for the Nursing Administration program must have a nursing license and a Bachelor's degree.

Course No.	Course Name	Credits
HSA 544	Outcomes Assessment and Quality Management	4.0
HSA 552	Healthcare Information Systems	4.0

Course No.	Course Name	Credits
NUR 502	Health Services Financial Management	4.0
NUR 505	The Nurse's Role in Health Services Marketing	4.0
NUR 515	Legal and Ethical Considerations in Nursing Practice	4.0
NUR 602	Advanced Nursing Theory	4.0
NUR 603	Leadership Theory	4.0
NUR 604	Issues in Nursing	4.0
NUR 605	Research and Evaluation Methods	4.0
NUR 606	Pathophysiology	4.0
NUR 608	Advanced Pharmacology	4.0
NUR 611	Nursing Administration	4.0
NUR 612	Nursing Administration Practicum	4.0
NUR 690	Nursing Capstone	4.0
TOTAL MINIMUM NUMBER OF CREDITS:		**56.0**

Master of Science Degree

Nursing Education

Online

15 Months

The Master of Science in Nursing Education (MSNE) graduate program prepares nurses to be a nurse educator in a variety of settings, including higher education, vocational education, staff development, and patient education. Program content focuses on preparing graduates to be conversant with theory and current trends in nursing, and it provides an opportunity for students to confront important issues in education and develop skills as educators.

Candidates for the Nursing Education program must have a nursing license and a Bachelor's degree.

Course No.	Course Name	Credits
HSA 544	Outcomes Assessment and Quality Management	4.0
NUR 503	Teaching Critical Thinking and Clinical Decisions	4.0
NUR 504	Technologies for Nursing Education and Practice	4.0
NUR 515	Legal and Ethical Considerations in Nursing Practice	4.0
NUR 602	Advanced Nursing Theory	4.0
NUR 603	Leadership Theory	4.0
NUR 604	Issues in Nursing	4.0
NUR 605	Research and Evaluation Methods	4.0
NUR 606	Pathophysiology	4.0
NUR 608	Advanced Pharmacology	4.0
NUR 609	Instructional Strategies	4.0
NUR 610	Evaluation Strategies	4.0
NUR 613	Nurse Education Practicum	4.0
NUR 690	Nursing Capstone	4.0
TOTAL MINIMUM NUMBER OF CREDITS:		**56.0**

With the Dean's permission, students may replace any one of the HSA courses with NUR 585.

School of BUSINESS Graduate Programs

Master of Business Administration Degree

Business Administration (MBA)

NOT ACCEPTING APPLICATIONS AT THIS TIME

Online

15 Months

The Master of Business Administration program is designed to provide the knowledge and skills needed

to become an effective manager in a variety of organizational settings. It is a comprehensive program designed to provide graduates with the background to advance in their career rather than training to target a particular job within an organization. The broad goal of the program is to provide students with the foundations in content and competencies that will support their development as effective managers in a variety of organizational settings.

Course No.	Course Name	Credits
MBA 601	Financial Accounting for Management	4.0
MBA 602	Dynamics of the Organization	4.0
MBA 603	Marketing Management	4.0
MBA 604	Corporate Finance	4.0
MBA 605	Information Technology and Society	4.0
MBA 606	Communication Dynamics for Professionals	4.0
MBA 607	International Management	4.0
MBA 608	Statistics for Management	4.0
MBA 609	Applications in Economic Analysis	4.0
MBA 610	General Management	4.0
MBA 611	Developing Business Strategy	4.0
MBA 612	Leadership Theory	4.0
MBA 613	Advanced Human Resource Management	4.0
MBA 614	Capstone Project	4.0
MBA 630	Operations Management	4.0
TOTAL MINIMUM NUMBER OF CREDITS:		60.0

Entrepreneurship emphasis

NOT ACCEPTING APPLICATIONS AT THIS TIME

This emphasis is designed to prepare students to launch a new business or foster new business initiatives within established organizations. The program provides a broad overview of business concepts, including essential foundational knowledge of management principles and practices. It also features specific training to help students develop the skills to launch successful new ventures.

Entrepreneurship education courses:*

MBA 615	Entrepreneurial Management	4.0
MBA 620	Business Plans	4.0
MBA 625	Financing the Entrepreneurial Venture	4.0
MBA 640	Current Topics in Entrepreneurial Leadership	4.0
MBA 650	Entrepreneurship Capstone Project	4.0
TOTAL MINIMUM NUMBER OF CREDITS:		60.0

*The Entrepreneurship courses replace the following courses: MBA 607, MBA 610, MBA 612, MBA 613, and MBA 614.

School of TECHNOLOGY Graduate Programs

Master of Science Degree

Information Systems

Online

15 Months

The Master of Science in Information Systems addresses the growing need for professionals who possess both analytical skills and business acumen with the goal of improving business through information technology and management. These professionals must be familiar with the theory and practice of storing, organizing, retrieving, and analyzing information in a variety of settings. Technical expertise alone is not sufficient for success, and students will need to be skilled in the topics of understanding how to organize information, analyze user information, and design or evaluate information

systems that allow for efficient and effective user interaction. In addition, they will need to be able to provide and assure the quality and value of information to decision makers, understand the economic and social environment in which their organizations function, and be familiar with relevant issues in governing regulations, economics, ethics, and management.

Career Objectives: Information technology director, information systems director, information systems manager, information management director, systems analyst, systems architect, strategic technologist, data analyst, IT project manager, data center manager, IT manager, cloud systems manager, IT operations manager, information security manager, information security director, CIO, CTO, or systems administrator.

Course No.	Course Name	Credits
MBA 601	Financial Accounting for Management	4.0
MBA 603	Marketing Management	4.0
MBA 612	Leadership Theory	4.0
MBA 613	Advanced Human Resource Management	4.0
MIS 550	Systems Analysis and Design	4.0
MIS 560	Storage Area Network Architecture and Management	4.0
MIS 570	Management Information Systems	4.0
MIS 580	Information Systems Security	4.0
MIS 590	IT Project Management	4.0
MIS 640	Technology in Research Methods	4.0
MIS 650	Data Management, Analysis, and Reporting	4.0
MIS 660	Human Computer Interaction	4.0
MIS 670	Information Systems Strategic Planning	4.0
MIS 680	Decision Support Systems and Methods	4.0
MIS 690	Information Systems Capstone Project	4.0

Course No.	Course Name	Credits
TOTAL MINIMUM NUMBER OF CREDITS:		**60.0**

Online Graduate Program Course Descriptions

Health Services Administration

HSA 544   4 Credits
Outcomes Assessment and Quality Management

This course addresses why healthcare institutions are responsible for the management and continuous improvement of quality in all aspects of their operation. It exposes the student to the processes and quality tools used to develop effective quality management programs as well as to assess current practices. It also covers how to evaluate outcomes data for interpretation to various audiences.

HSA 552   4 Credits
Healthcare Information Systems

This course is designed to prepare students for management oversight, administrative design, acquisition of, and implementation of, information technology systems. The course emphasizes basic knowledge of information systems in a healthcare environment. A component of the course is a team-based information technology strategic plan.

Information Systems

MIS 550   4 Credits
Systems Analysis and Design

This course focuses on systems analysis and design with emphasis on information systems development and the latest systems development methods, tools, and techniques in systems analysis and design. Topics include systems analysis fundamentals, the role of the systems analyst, understanding and modeling organizational systems, process specifications and structured decisions, and quality assurance and implementation.

MIS 560   4 Credits
Storage Area Network Architecture and Management

This course focuses on storage networking and how Storage Area Networks (SANs) can help consolidate conventional server storage onto networks, how they make applications highly available no matter how much data is being stored, and how they make data access and management faster and easier. Additional emphasis is placed on the evolution of the technology and SANs, applications for SANs, storage networking and what it means for the information processing architecture of an enterprise, and issues for implementation and adoption.

MIS 570   4 Credits
Management Information Systems

This course introduces students to management information systems essential for creating competitive firms, managing global corporations, and providing useful products and services to customers. Emphasis is placed on the digital integration of the firm through enterprise applications, management of the supply chain, customer relationships, and enterprise systems.

MIS 580   4 Credits
Information Systems Security

This course focuses on the managerial aspects of information security such as access control models, information security governance, and information security program assessment and metrics. Topics include information-assurance plans and strategies, providing training for security awareness, configuration security management, information assurance (IA), and legal issues.

MIS 590   4 Credits
IT Project Management

This course presents an understandable, integrated view of the many concepts, skills, tools, and techniques involved in information technology project management. Topics include analysis of business requirements, development and deployment cycles, creating project plans for successful delivery, implementation of risk management techniques and mitigation strategies, scheduling task cycles, implementing monitoring tools, and controls to track project progress.

MIS 640   4 Credits
Technology in Research Methods

This course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language and approaches. The course introduces the language of research, principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their work, social, local and global environment.

MIS 650   4 Credits
Data Management, Analysis and Reporting

This course introduces students to information data management, analysis, and reporting methodologies in business. Emphasis is placed on the various performance measurement methods used in business and shows their practical impact on business outcomes. Students will learn how to collect information, summarize, analyze, present, and interpret data using current software tools.

MIS 660   4 Credits
Human–Computer Interaction

This course introduces students to the world of human–computer interaction and takes students through the process of developing effective interactive information technologies. Emphasis is placed on accessibility and

diversity, aging, literacy, hearing, vision, physical disabilities, and children. Additional topics include sensor-based interactions, tangible interfaces, augmented cognition, cognition under stress, ubiquitous and wearable computing, and privacy and security.

MIS 670   4 Credits
Information Systems Strategic Planning

This course provides an introduction to the information systems used in the strategic planning process and methodologies, which drive business information management/information technology strategy and computing architecture. Topics include the concepts, the techniques, and the templates for analyzing, organizing, communicating, and implementing an information systems strategy.

MIS 680   4 Credits
Decision Support Systems and Methods

This course provides students with up-to-date techniques and insight into management support system technologies. Emphasis is placed on how support system technologies can be used for better decision making while focusing on the Executive Information Systems (EIS) intended to facilitate and support the information and decision-making needs of senior executives.

MIS 690   4 credits
Information Systems Capstone Project

Students are required to complete a project or write a thesis that integrates and demonstrates their mastery of the learning objectives and the integration of the skills and concepts of the degree program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

Master of Business Administration

MBA 601   4 Credits
Financial Accounting for Management

An examination of accounting procedures related to recording, reporting, analyzing, and interpreting financial data. Applies accounting concepts and perspectives to financial and business decisions. Emphasis is placed on applying technical accounting procedures in the evaluation and analysis of business events.

MBA 602   4 Credits
Dynamics of the Organization

A survey of the concepts and practices of organizational development. A variety of organizational models is presented with applications to relevant business cases. Course features cases and readings devoted to the environmental, technological, and interpersonal elements of an organization's operation.

MBA 603   4 Credits
Marketing Management

The development and execution of a company's marketing plan are emphasized in this course. All elements of the marketing organization are reviewed, and their contributions to an effective marketing effort are analyzed. Emphasis is placed on the impacts of telecommunications and information technology on marketing.

MBA 604   4 Credits
Corporate Finance

In this course, the student conducts an examination of advanced concepts in financial management. Application of financial concepts and techniques to relevant business cases is emphasized. Financial management's evolving role in industry is presented. Financial strategies are presented in the context of a company's overall strategic objectives.

MBA 605   4 Credits
Information Technology and Society

This course covers the key elements in information technology and their application to business and social organizations. Explores the nature of computing and telecommunications and their impact on societal structures. Rapid, complex change induced by information technology and its influence on decision-making is emphasized. Course features readings, cases, and discussion of information technology's impact on industry.

MBA 606   4 Credits
Communication Dynamics for Professionals

A practical approach to communication theory, this course enables students to understand and apply the principles of communication to organizational encounters. Various strategies for effective communication are provided, including inter- and intra-personal settings. Emphasis is placed on improving communication performance by applying strategies for enhanced communication.

MBA 607   4 Credits
International Management

A presentation of the conceptual and practical skills required of a manager in the global arena. Business and trade concepts, international risk, multinational strategies, and cross-cultural management concepts are this course's cornerstone concepts. Students are presented with organizational and operational models appropriate to managing an entity in a global setting.

MBA 608   4 Credits
Statistics for Management

An in-depth treatment of statistical procedures used in the analysis of business issues and problems. Students are encouraged to think about business issues and challenges from a scientific, statistical point of view. Tools of statistical analysis for business are presented and applied to relevant business cases. Course features readings, cases, and

discussion of statistical models and analysis for industry.

MBA 609   4 Credits
Applications in Economic Analysis

Focuses on application of micro- and macro-economic concepts to organizational decision-making. The scientific analysis of economic variables in internal and external environments is emphasized. Relationships between economic events and their impact on organizational performance are presented.

MBA 610   4 Credits
General Management

This course focuses on managing concepts that are utilized in the dynamic environment of industry. Issues and practices related to managing the enterprise are presented and applied. The manager's role in the organization's environment is emphasized.

MBA 611   4 Credits
Developing Business Strategy

Explores the development, formulation, and implementation of business strategies. Students are exposed to environmental considerations for organizational strategy and the impact of change dynamics and challenges of competition and bureaucracy on organizational strategy.

MBA 612   4 Credits
Leadership Theory

This course addresses the theory and practice of leadership in organizations. Explores traditional and modern theories of leadership, as well as the practical application of these theories in the workplace. In addition to covering the traditional concepts of leadership in organizations, this course takes an in-depth look at the power and influence a leader has over the organization and its members.

MBA 613   4 Credits
Advanced Human Resources Management

This course covers the major aspects of human resources management. It provides an assessment of the human resources management field. Topics include: equal employment opportunity, job analysis, strategic planning, recruitment, selection, and training and performance appraisal. Also covers compensation, benefits, safety and health, and labor-management relations.

MBA 614   4 Credits
Capstone Project

Students are required to complete a project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

MBA 615   4 Credits
Entrepreneurial Management

This course introduces the issues faced by those who wish to start a business or launch a new initiative in an existing business. Students will learn how to identify potentially valuable opportunities, obtain the resources necessary to pursue an opportunity, create a viable organization, and manage and grow the business into a sustainable enterprise.

MBA 620   4 Credits
Business Plans

This course is designed to provide the student with skills for formulating and preparing a written guide to starting and running a business successfully. The course emphasizes the role the business plan plays in loan applications and venture funding, promoting growth, and providing a map for the entrepreneur to follow.

MBA 625   4 Credits
Financing the Entrepreneurial Venture

This course is designed to help the entrepreneur make better financing and investment decisions in startup business settings. Various funding alternatives for startup ventures will be examined, including a risk/benefit analysis of equity and debt financing options.

MBA 630   4 Credits
Operations Management

This course examines business-process issues that drive quality, customer satisfaction, efficiency and productivity. Topics include value-chain management, logistics, forecasting, capacity planning, inventory control, project management, process improvement and quality management.

MBA 640   4 Credits
Current Topics in Entrepreneurial Leadership

Recognized experts speak on entrepreneurial management topics of interest ranging from industry challenges and opportunities, legal and ethical issues, leadership, strategy, technology, etc.

MBA 650   4 Credits
Entrepreneurship Capstone Project

Students will complete a project that integrates and demonstrates mastery of the learning objectives of the degree program. (Prerequisite: Completion of all core courses)

Nursing

NUR 502   4 Credits
Health Services Financial Management

This course is designed to provide the student nurse with an understanding of accounting and financial management concepts/techniques to health service organizations. Course components include: distinctive accounting and financial characteristics of health services organizations; interpreting basic financial statements; financial ratios analysis; government and voluntary regulatory agency compliance; and evaluating financial performance.

NUR 503   4 Credits
Teaching Critical Thinking and Clinical Decisions

This course is designed to prepare the prospective nurse faculty or staff educator with the theoretical principles, processes,

and instructional skills to promote critical thinking that results in appropriate clinical decision-making when interacting with student nurses and staff in the classroom and clinical settings. Techniques for facilitation of learning will be emphasized.

NUR 504   4 Credits
Technologies for Nursing Education and Practice

The purpose of this course is to expand on technology skills that support the nurse educator in the learning environment. This course prepares the student educator with the skills to utilize available technology for the development of resident course work, on-line course work for the academic setting, program development for staff and patient education, and the preparation for community outreach programs.

NUR 505   4 Credits
The Nurse's Role in Health Services Marketing

Focuses on aligning health service offerings with the demands of markets in order to maximize customer/client value and organizational competitive advantage. Course components include: nature of the marketing function, market analysis, fundamentals of individual and organizational buying behavior, elements of the tactical marketing mix (service offering design, price, promotion and customer acquisition channels), marketing plans and the role of nursing in the marketing plan, and differences in services, product markets, and marketing.

NUR 515   4 Credits
Legal and Ethical Considerations in Nursing Practice

This course addresses a variety of legal and ethical questions confronting nursing in professional practice. The course addresses such topics as liability, confidentiality, informed consent, contracts, patients rights, and the role the nurse has in ethically managing these factors in healthcare delivery.

NUR 602   4 Credits
Advanced Nursing Theory

This course provides the foundation necessary to understand what nursing theory is and how it is used in nursing. The development, analysis, and evaluation of nursing theory will be emphasized. Grand and middle range theories will be discussed, with an overview of several of those currently in use. The focus of this course is on the application of theory in nursing practice.

NUR 603   4 Credits
Leadership Theory

This course will address the theory and practice of leadership in organizations. Traditional and modern theories of leadership will be explored, as well as the practical application of these theories in the workplace. In addition to covering the traditional concepts of leadership in organizations, this course will take an in-depth look at the power and influence a leader has over the organization and its members.

NUR 604   4 Credits
Issues in Nursing

The focus of the course is on the examination and analysis of current trends as they relate to advanced nursing practice. Selected factors in healthcare delivery and the legal, moral, and ethical implications for actual practice will be examined. A study of systems, leadership and organization, and their application to healthcare, including entrepreneurial programs, are presented. Concepts of public policy and the impact of selected organizations' policies will be examined as they relate to advanced nursing practice.

NUR 605   4 Credits
Research and Evaluation Methods

This course provides the student with the information and skills necessary for engaging in scholarly inquiry, utilizing information resources, evaluating research, identifying problems, measuring outcomes in practical settings, and using research findings for clinical decision making. Topics include: principles of problem analysis, how to

confront decisions related to the design of a research study, and how to critically examine approved research methods.

NUR 606   4 Credits
Pathophysiology

This course is designed to provide the student with a fundamental understanding of the process of advanced health assessment and assessment of pathophysiological processes, including the mechanism of disease, correlating risk factors, and causes to lifestyle, genetic, and environmental factors. The student will identify disease manifestations, complications, and integrate advanced health information, reason towards a diagnosis, and make recommendations for optimal health, disease prevention, and therapies.

NUR 608   4 Credits
Advanced Pharmacology

The focus of this course is on the clinical use of drugs commonly used in primary care settings, for practitioners, educators, and managers. Pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of selected categories of drugs are explored. Students will explore the effects of such variables as age, race, and gender and their effect upon their relationship to specific prescribing practices.

NUR 609   4 Credits
Instructional Strategies

In this course, students examine the instructional process, with an emphasis on learning theories, the learning environment, and instructional strategies. Students are encouraged to explore creative use of pedagogical and andragogical methodologies and tools to meet the diverse needs of multi-generational learners.

NUR 610   4 Credits
Evaluation Strategies

In this course, students examine the evaluation process. After studying the role of the nurse educators, the student will self-evaluate for core competencies in the academic nurse educator role. Further, the student will study the evaluation process, measurement strategies, and related socio-cultural, ethical,

and legal issues for evaluating learners. The theories and evidence that support mentoring faculty will be discussed, and the student will evaluate the environment of nursing education in academia.

NUR 611   4 Credits
Nursing Administration

This course provides nursing administration theory and foundational knowledge to ensure that sound management concepts are integrated into healthcare delivery decisions. Students synthesize current management techniques and leadership theory into practical applications for nursing practice.

NUR 612   4 Credits
Nursing Administration Practicum

Students learn skills and knowledge for nursing administration based on a foundation of sound management theory as it relates to healthcare delivery. Students integrate clinical examples and develop skills for evaluating care plan delivery models; thinking critically; empowering teams; resolving conflicts; coaching and mentoring; educating staff and assessing clinical competence; allocating resources; and ensuring and measuring productivity and efficiency. (Prerequisite: Completion of all core courses and specialty courses.)

NUR 613   4 Credits
Nursing Education Practicum

In this course, students are expected to integrate previous knowledge and theory to develop proficiency in the role of nurse educator. Students collaborate with experienced nursing faculty to develop an individualized plan of study related to their educational interest and provide practical evidence of the student's ability to deliver the plan of study. (Prerequisite: Completion of all core courses and specialty courses.)

NUR 690   4 Credits
Nursing Capstone

Students will complete a project that integrates and demonstrates a mastery of the learning objectives of the degree program. (Prerequisite: Completion of all core courses and specialty courses or with the consent of the Dean.)

Online Transfer of Credit for Graduate Programs

Credit Transfer from Another College

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus's own courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Provost. The maximum transfer credits allowable from other institutions is:

To Master's degree programs (from other accredited Master's degree programs): No more than 25% of the credits may be transferred. Tuition will be adjusted accordingly. Transferred credits must be B- or better and will be accepted as long as the credit was earned from an accredited institution. Applicants enrolling into the Master's degree program must have earned a baccalaureate degree in an associated field which will be recognized as long as it was earned from an accredited institution whose accrediting agency is recognized by the U.S. Department of Education. Bachelor's degrees received from other countries must be submitted with a translation attesting that they are equivalent to Bachelor's degrees received in the U.S. There is no time limit for Bachelor's degrees which are applied to the Master's program. All transferred core courses must be earned within the past 8 years.

Transfer Credit Process

The applicant must supply a college transcript for transfer of credit to occur. For courses that do not match the institution's current courses, a catalog or course syllabus must be provided.

Course Numbering

Generally, 100- and 200-level courses are for Associate's-level work, 300- and 400-level courses are for Bachelor's-level work, and 500- and 600-level courses are for Master's-level work. In transferring in credits, no 100- and 200-level courses may be used to satisfy our 300- and 400- or 500- and 600-level courses.

Course Credits

A sufficient number of credits earned from the transferring institution must equal the credits we grant for a course. Example: a sociology course transferred to us must be 4 quarter credits or 3 semester credits to satisfy our sociology course requirements. (Semester credits x 1.5 = quarter credits).

Continuing Education Units/Seminars

Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our colleges. A student who has continuing education units and/or seminars in courses scheduled in the student's program, may challenge the course by passing the examination with a score of 90% or greater. If the student passes the examination, the student will receive a grade of PE on his or her transcript.

CLEP, DANTES, AP, and Certification Credit

The college may award credit to students who score at or above established levels on College-Level Examination Program (CLEP), Defense Activities for Non-traditional Education Support (DANTES) examinations, Advanced Placement (AP), and college recognized certifications (i.e., Cisco, Microsoft, A+, etc.). Some core courses may not be transferable (i.e., medical clinical core courses). Information regarding specific CLEP, DANTES, and AP equivalents/scores may be obtained from the Dean or Campus Director. Tuition is adjusted accordingly.

Pass by Exam

Students may challenge out of a course by taking a competency examination. To successfully earn credits the student must score 90% or better on the challenge exam. The challenge exam must be completed and scored before or during the first day of the module in which the course is scheduled. Courses passed by challenge exam will be awarded a "PE" (Pass by Exam) grade, will not count as attempted credits and are not eligible for VA benefits or federal financial aid. There will be no charge to the student for courses passed by examination.

Prior Learning Assessment

A student may be eligible for college credit earned through life experience. These experiences may happen through work, the military, community related activities, free online education such as MOOC, or other independent studies. The following process applies to PLA credit:

1. The student must be in good standing (academic, financial, and conduct) with the university in order for an application to be processed.

2. The student must complete the Prior Learning Assessment Form and a portfolio and submit these to the dean at least thirty (30) days prior to being scheduled for the course.

3. The portfolio must include the following:

   a. Name of course, course description (from catalog), and the course objectives;

   b. Cover letter that summarizes why the student believes he/she has experience demonstrating mastery of the course objectives (usually one page);

   c. A statement or short report (1-3 pages) for each course objective explaining how the student has experience that demonstrates mastery of the course objectives; and

   d. Supporting documents including resume, performance reviews, certifications and awards.

The Prior Learning Assessment Form and portfolio are reviewed by the academic staff to determine whether the submitted materials demonstrate that the student has mastered the learning objectives of the course.

If the portfolio is approved, credit for the course is awarded with a "PE" (Pass) grade. PLA courses do not count as attempted credits.

Credit Transfer to Other Colleges

Graduates or students who are considering transferring from the university to other institutions should recognize that programs at the university are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. It should also be noted that in any transfer situation, regardless of the colleges involved, **the acceptance of credits is at the sole discretion of the accepting college and our Institution makes no representations whatsoever concerning the transferability of any college credits to any other institution. Our Institution's credits generally are not transferable to other colleges** unless a written articulation agreement between our institution and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

Credit Transfer from Affiliated Colleges

Graduates or students who are transferring within the affiliated college system will have their credits automatically accepted. The same grade requirements as for students transferring credits from outside the system apply.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation. Likewise, a student who transfers from one campus to another with a GPA that warrants honor status will retain that status at his or her new campus.

Credit Transfer for Veterans, Active-Duty, Reserve/Guard, and Dependents

The institution maintains a written record of the previous education and training of veterans or eligible persons. No more than 25% of a transfer student's prior academic work will be accepted towards a degree, with the training period shortened proportionately. The veteran or eligible person will be notified of prior credit granted.

Special Conditions for Students Eligible for Military Benefits

The institution requires, for academic residency, a minimum of 25 percent of the degree requirements for all degrees to be completed in residency at any time for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognize and use the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcripted by the community college of the Air Force, when applicable to a servicemember's program.

Program Transfers

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however, at times a student may request a program transfer.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program (note: failing grades received in the original program will be applied and may adversely affect academic progress).

Students are required to apply in writing to the Dean of Education for a program transfer, and must be approved by a Financial Planning Officer and the Dean of Education. Any exception to this policy is at the discretion of the Dean.

Online Grading Guideline for Graduate Programs

Grade	%	Grade Points	Explanation
A	94–100	4.0	Excellent
A-	90–93	3.7	
B+	87–89	3.4	
B	84–86	3.0	Very Good

Passing grade point average (CGPA) for Master's degree students.†

Grade	%	Grade Points	Explanation
B-	80–83	2.7	
C+	77–79	2.4	
C	74–76	2.0	Average

Passing grade for Master's † students.

Grade	%	Grade Points	Explanation
C-	70–73	1.7	
D+	67–69	1.4	
D	64–66	1.0	Poor
D-	60–63	.7	
F	59 or below	0	Failing
I		0	Incomplete

Turns to F within four weeks of end of module if work is not completed for an academic grade.

Grade	%	Grade Points	Explanation
PE	**		Passing by exam
IP	**		Passing

In Progress, Partial Course Completed

Grade	%	Grade Points	Explanation
P	N/A		Passing
W	*		Withdrawal
T	N/A		Transfer of credits from another educational institution
◆			Transfer of credits from an affiliated educational institution

†Students in a master's program must earn a 2.0 or better in master's level courses, and have a 3.0 GPA, in order to graduate.

*See Course Withdrawal section.

**PE grades are issued for courses taken by exam. Both PE and IP do not affect the GPA calculation.

Online Satisfactory Academic Progress for Graduate Programs

Standards of Satisfactory Academic Progress

All students, including VA students, must progress satisfactorily toward meeting graduation requirements. Academic progress is measured in two ways: (a) grade point average, and (b) course completion. The academic progress of each student will be reviewed at the end of every term. A student is considered to be making academic progress if his or her grade point average is above the minimum requirement and the student has successfully completed at least 67% of the credits attempted, otherwise known as the completion rate standard. The evaluation points, grade point average standard, and the completion rate standard are provided in the table listed.

Required Evaluation Point	Minimum CGPA with 67% of Credits Attemplted/ Completed
(Master's Degree Program)	
First term	2.5
Second term	3.0
Graduation	3.0
150% of the program	3.0

Maximum Time Frame

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to meet satisfactory academic progress standards. The student must complete the program within the maximum time frame in order to graduate.

For example, if a program requires 90 credit hours to graduate, the student can take up to 135 credits in order to complete the program. Taking extra credits occurs primarily when a student has to repeat a course. Students who reach their maximum time frame and have not graduated must be dismissed from the institution.

Calculation of SAP

Satisfactory progress and successful course completion is not affected by "passed by examination" (PE).

Incomplete grades are counted as credits attempted and affect the maximum time frame but do not affect the grade point average. When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F".

Pass/fail courses, credit/no-credit courses, and courses assigned a grade of IP are counted as credits attempted and affect the maximum time frame but are not considered in the grade point average calculation. Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

A withdrawal grade (W) is counted as credit attempted, but not completed, and will adversely affect a student's satisfactory academic progress. A grade of W does not affect the student's cumulative GPA (CGPA).

In the case of a program transfer, all credits earned in the original program that apply to the new program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits earned in the original program that apply to the new program will be calculated toward satisfactory academic progress in the new program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

In the case of a previously earned credential, all credits earned in the program that apply to the current program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits awarded in the earned credential that apply to the current program will be calculated toward satisfactory academic progress in the current program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

Grades of accepted transferred courses from other institutions, including those from previous credentials,

are recorded as a "T" grade and count as credit completed, but do not contribute to quality points in calculating the student's cumulative GPA at our colleges.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation.

Course Completion and Progression

Programs are not designed to facilitate course repetitions due to the short, fast-paced, and intense nature of the coursework. If a student fails a course or earns a grade in a course below a "C", that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. Each attempt is recorded on the student transcript but only the highest grade is reflected in the cumulative GPA. Each attempt at the course would be counted as a "course attempted" in the calculations for successful course completion and maximum time frame. Repeating a course in a program will result in the assessment of tuition charges at the current credit hour rate. A course may be taken a maximum of three times. If a student fails a course three times, he or she will be dismissed from the school. Students who fail to pass five consecutive courses will be dismissed from the school.

Satisfactory Progress Verification

When financial aid electronic disbursement rosters are received, the financial aid officer at Central Financial Aid (CFA) quickly checks that the student is eligible for the disbursement. If the student does not have the required time and credits, it is so documented on the student's academic record.

The Director of Financial Aid at CFA is fully responsible and accountable for verifying and documenting that the student is entitled to the funds by checking the required time and credits correlating to satisfactory progress.

Financial Aid Warning

To ensure a student's success in a program, the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 67% of the credits attempted in an evaluation period, the student will be placed on Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

Dismissal

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, or non-observance of other student regulations. A student who is dismissed may appeal to the Campus Director who will make the final determination.

Students may be terminated from the institution, without a right to appeal, after 14 consecutive days of non-attendance. However, the student will be allowed to petition for readmission.

Dismissal for Unsatisfactory Academic Progress

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student immediately becomes ineligible for federal financial aid and is dismissed (immediate dismissal is suspended if the student files an appeal). A student who fails to meet SAP standards at the end of their FAWS period may file an appeal (see next section) with the Appeals Panel. The Appeals Panel will determine if the student is eligible for

continued enrollment and access to federal financial aid. If a student's appeal is denied, the student is dismissed.

Appeal

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the dismissal. The appeal must be done in writing and submitted in the form of a letter to the Dean. The letter must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;

2. Provide documentation in support of any mitigating circumstances;

3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and

4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a institution Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and documentation are reviewed, the student will be notified if his or her appeal has been granted or denied.

If the appeal is granted, the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period, and during that time, access to financial aid is reestablished. If the appeal is denied, the student will not be allowed to reenter institution nor will the student be allowed to transfer to an affiliated institution within the system.

Financial Aid Probation

When a student is placed on Financial Aid Probation Status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions,

repeating a course for which the student received a failing grade, repeating a course from which the student withdrew;

2. Sign the academic plan (a copy of the plan will be kept in the student's file); and

3. Meet weekly with the Associate Dean to review how well the student is advancing on the academic plan, and how well he or she is progressing in meeting the minimum standards of academic progress.

If a student on Financial Aid Probation Status does not achieve the minimum standards of academic progress at the end of the evaluation period established in the written academic plan, the student is dismissed from the institution and access to financial aid is suspended. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the institution sooner than the end of the evaluation period.

Campuses are required to promptly notify the Veterans Administration when a student receiving VA benefits is placed on academic probation.

Mitigating Circumstances

Mitigating circumstances are those conditions which the student has little control over, and most often have an adverse effect on academic progress. Mitigating circumstances must be documented and are limited to the list below:

1. Death of an immediate family member;

2. Illness of an immediate family member where the student is the primary caretaker or is the primary source of financial support;

3. Student illness requiring hospitalization;

4. Student experiencing chronic, long-term illness impacting the student's ability to be successful in school;

5. Abusive relationship;

6. Prolonged divorce proceeding;

7. Previously undocumented disability;

8. Work-related transfer during the evaluation period;

9. Change in work schedule during the evaluation period;

10. Unexpected loss of employment;

11. Natural disaster;

12. Financial hardship such as foreclosure or eviction; and

13. Loss of transportation where there is no alternative transportation.

Online Graduation Requirements and Awards for Graduate Programs

To be eligible for graduation, students must meet the following requirements:

1. Pass with a C grade or higher all core and non-core courses

2. Attain a 3.0 cumulative grade point average

3. Pass the number of credit hours required for the program within the maximum time frame.

4. Satisfy all financial obligations.

Degrees Granted

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree, indicating satisfactory completion and passing of all program requirements.

Graduation Honors

A student may graduate with honors as follows:

- Summa Cum Laude for graduating with a 3.91 cumulative GPA.

- Magna Cum Laude for graduating with a cumulative GPA between 3.76 and 3.90.

- Cum Laude for graduating with a cumulative GPA between 3.50 and 3.75.

Academic Calendar

Day	Date	Event
Sun.	January 3, 2021	Winter Break Ends
Sun.	January 17, 2021	Module Thirteen Ends
Mon.	January 18, 2021	Module One Begins
Mon.	January 18, 2021	**Holiday (Martin Luther King Day)**
Sun.	February 14, 2021	Module One Ends
Mon.	February 15, 2021	Module Two Begins
Mon.	February 15, 2021	**Holiday (Presidents' Day)**
Sun.	March 14, 2021	Module Two Ends
Mon.	March 15, 2021	Module Three Begins
Sun.	April 11, 2021	Module Three Ends
Mon.	April 12, 2021	Module Four Begins
Sun.	May 9, 2021	Module Four Ends
Mon.	May 10, 2021	Module Five Begins
Mon.	May 31, 2021	**Holiday (Memorial Day)**
Sun.	June 6, 2021	Module Five Ends
Mon.	June 7, 2021	Module Six Begins
Fri.	June 18, 2021	**Holiday (Juneteenth)**
Sun.	July 4, 2021	Module Six Ends
Mon.	July 5, 2021	Module Seven Begins
Mon.	July 5, 2021	**Holiday (Independence Day)**
Fri.	July 23, 2021	**Holiday (Pioneer Day, Utah campus only)**
Sun.	August 1, 2021	Module Seven Ends
Mon.	August 2, 2021	Module Eight Begins
Sun.	August 29, 2021	Module Eight Ends
Mon.	August 30, 2021	Module Nine Begins
Mon.	September 6, 2021	**Holiday (Labor Day)**
Sun.	September 26, 2021	Module Nine Ends
Mon.	September 27, 2021	Module Ten Begins
Sun.	October 24, 2021	Module Ten Ends

Day	Date	Event
Mon.	October 25, 2021	Module Eleven Begins
Thu.	November 11, 2021	**Holiday (Veterans Day)**
Sun.	November 21, 2021	Module Eleven Ends
Mon.	November 22, 2021	Module Twelve Begins
Thu.	November 25, 2021	**Holiday (Thanksgiving)**
Fri.	November 26, 2021	**Holiday (Day after Thanksgiving)**
Sun.	December 19, 2021	Module Twelve Ends
Mon.	December 20, 2021	Winter Break Begins
Sun.	January 2, 2022	Winter Break Ends

Calendar is subject to change

Holidays

Day
New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Pioneer Day (Utah campus only)
Labor Day
Veterans Day
Thanksgiving
Day after Thanksgiving
Christmas

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