



ADDENDUM NO. 4

TO

2012-2013

KEISER UNIVERSITY CATALOG

VOLUME 12, NO. 1

Effective October 31, 2012

**KEISER UNIVERSITY
CATALOG ADDENDUM**

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Keiser University continually reviews, improves and updates its programs, courses and curricula. It is incumbent on the University to reflect these revisions in its publications. The following *Addendum No. 4* represents additions, changes and deletions to the 2012-2013 Keiser University Catalog, August 2012 Edition, Volume 12, No. 1, and is effective October 31, 2012.

PAGE 17, ACCREDITATION

Replace the second and third bullets with the following:

- Keiser University’s Associate Degree Nursing program, Ft. Lauderdale, Jacksonville, Miami, Lakeland, Melbourne, Orlando, Sarasota, Tallahassee, Tampa, West Palm Beach and Port St. Lucie campuses, have approval by the Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, Florida 32399-3252, (850) 245-4125, MOANursing@doh.state.fl.us.
- Keiser University’s Associate Degree Nursing program, Jacksonville, Ft. Lauderdale, Miami, Lakeland, Melbourne, Orlando, Sarasota, Tallahassee, West Palm Beach and Tampa campuses, is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 1-866-747-9965 (toll free #), www.nlnac.org.

Replace the fifth bullet, for the AS Occupational Therapy program, with the following:

- Keiser University's Occupational Therapy Assistant program, Ft. Lauderdale, Miami, Melbourne, Orlando, Pembroke Pines, Jacksonville, Daytona, Tallahassee, Tampa and West Palm Beach campuses, are fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). The Fort Myers campus has been granted “developing program status” during the year 2012-2013. ACOTE can be reached at the Accreditation Council for Occupational Therapy Education, American Occupational Therapy Association, 4720 Montgomery Lane, Suite 200, Bethesda, Maryland 20814-3449. Office phone: (301) 652-AOTA, www.acoteonline.org.

PAGE 19, MEMBERSHIPS AND APPROVALS

Add the following to the list of association memberships:

- Independent Colleges and Universities of Florida
- National Association of Veteran’s Program Administrators (NAVPA)
- Servicemembers Opportunity College (SOC) Consortium

PAGE 30, GENERAL ADMISSIONS REQUIREMENTS

Replace this section with the following:

Applicants desiring to enter Keiser University must contact the Admissions Office to obtain an application. Applications should be submitted well in advance of entry date. This permits proper scheduling and assures availability of classroom space. Applications for Winter, Spring or Fall semesters should be made as early as possible, as these entry dates are normally the time of greatest enrollment. Applicants are encouraged to visit the University in person. The Admissions Office is open Monday through Thursday from 9:00 a.m. to 8:00 p.m. and on Fridays from 9:00 a.m. to 5:00 p.m. (with other times by appointment). To be considered for enrollment at Keiser University, all applicants must supply:

- Verification of high school graduation (transcript, diploma, etc.)
or
- Verification of GED completion (GED scores or GED diploma)
or
- Proof of graduation from a foreign institution comparable to a United States secondary school

Applicants will not be required to provide proof of high school graduation when they provide the following:

- Verification (official transcript) of an earned degree from an accredited institution recognized by United States Secretary of Education,
- An evaluation of an official transcript by an approved educational evaluator service attesting that the degree is equivalent to a degree earned at a regionally accredited institution of higher education in the United States.

Home-schooled applicants who have a high school diploma are considered for admission.

An applicant must make arrangements to take Keiser University's entrance examination (administered at the University) or provide results of his/her Scholastic Aptitude Test (SAT), American College Testing examination (ACT), or Armed Services Vocational Aptitude Battery examination (ASVAB).

University requirements for admission are a combined score of 1230 on the SAT (or 830 on the previously used SAT examination), a composite score of 17 on the ACT, a score of 50 on the ASVAB, or successful passing score on the University entrance examination.

Candidates seeking general admission to the University are not required to take the general admission test upon providing written proof of an associate or higher degree earned from an accredited college. Candidates providing proof of an associate or higher degree with a cumulative grade point average of 3.0 or higher from an accredited college seeking entry into the University's allied health programs are exempt from taking the general admissions test. Candidates must meet all other general and allied health program-specific admission requirements.

Nursing program candidates are not required to take the University's admissions test, however must pass the TEAS test as part of the acceptance criteria.

Keiser University reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores but who request admission based on other criteria. An appeal letter and accompanying documentation is reviewed by the Dean of Academic Affairs and the Campus President. If the appeal is approved, a waiver letter is placed in the applicant's academic file.

The University reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security of the University and the University community. This judgment will be based on individual determination taking into account any information the University has about a prospective student's criminal record including the presence of secondary school students on the campus.

Additionally, the University reserves the right to evaluate the individual circumstances regarding registered sex offenders, and in certain cases refuse admission to the University. When a prospective student receives a registered sex offender designation, the University reserves the right to place the admissions process on hold, contingent upon the review and approval from a designated acceptance committee.

PAGE 32, MILITARY ACADEMIC RESIDENCY EXEMPTION

Replace the last paragraph with the following:

Keiser University requires that, at a minimum, a student complete the final 25% of a program through the University. Active duty, reservists, and National Guard service members who are students can complete at a minimum 25% of a program at any time through the University and graduate.

Transfer students are informed in writing of any credits accepted as transferable. Preliminary notification is presented, in most cases, prior to enrollment but in no case later than the end of a transfer student's first semester. Students are responsible for having official transcripts sent to Keiser University from their former institution(s).

PAGE 35, AICE, AP, IB AND CLEP CREDITS

Insert the following BEFORE the entry for the CLEP policy:

Credit by Examination

There are several credit-by-examination programs that earn credit toward a Keiser University degree. The following guidelines apply:

- A maximum of 45 semester hours may be granted by combining AICE, AP, IB and CLEP credit.
- Students must have taken the exams (AICE, AP, IB, CLEP) and reported their scores to the university before the end of the first term of enrollment at Keiser University.
- Credit will only be awarded once for the same subject, whether the credit is earned by examination, dual enrollment, transfer credit or Keiser University course credit.
- If duplicate credit exists among AICE, AP, IB or CLEP, the exam yielding the most credit will be awarded.

Advanced International Certificate of Education (AICE)

Students completing approved AICE examinations with scores of A, B, C, D or E on both A and AS levels will earn Keiser University credit.

The official AICE transcript is required in order to award credit. The credit will be awarded as follows:

AICE Exam Title	Keiser University Course Equivalencies	Keiser University Credit Awarded
Accounting A Level	ACG1001 and ACG2011	6
Accounting AS Level	ACG1001	3
Biology A Level	BSC1010/1010L and BSC1011/1011L	8
Biology AS Level	BSC1010/1010L	4
Business A Level	GEB1112 and MAN1021	6
Business AS Level	GEB1112	3
Chemistry A Level	CHM1045/1045L and CHM1046/1046L	8
Chemistry AS Level	CHM1045/1045L	4
Computing A or AS Level	CGS1000C	3
Economics A Level	ECO1023 and ECO2023	6
Economics AS Level	ECO1023	3
English Language A Level	ENC1101 and ENC2102	6
English Language AS Level	ENC1101	3
English Literature A Level	AML1000 and ENL1000 or CWL1000	6
English Literature AS Level	ENL1000	3
Environmental Science A or AS	BSC1050	3

Level		
History A Level	AMH1010 and AMH1020 or WOH1001	6
History AS Level	AMH1010 or AMH1020 or WOH1001	3
Marine Science A or AS Level	OCB1010	3
Mathematics A Level	MAT1033 and MAC2105 or MGF2106	6
Mathematics AS Level	MAT1033	3
Music A or AS Level	MUH2011	3
Physics A Level	PHY2001/2001L and PHY2049/2022L	8
Physics AS Level	PHY2001/2001L	4
Psychology A Level	PSY1012 and DEP2004	6
Psychology AS Level	PSY1012	3
Sociology A or AS Level	SYG1000	3
Statistics A or AS Level	STA2023	3
Thinking Skills A or AS Level	PHI1010	3

PAGE 36, INTERNATIONAL BACCALAUREATE CREDIT

Insert the following after the Advanced Placement policy:

International Baccalaureate (IB)

Keiser University values the International Baccalaureate (IB) Diploma Program and its engaging and challenging curriculum that encourages critical thinking, intercultural understanding and respect. The University welcomes applications from IB students.

Keiser University will award credit based on scores achieved on the IB Diploma program examinations. Students will be awarded up to 45 credits. Students with a score of 4 on subject areas will receive 3 – 4 credits for each examination. Students with a score of 5 or above will receive 6 – 8 credits.

Students who are awarded IB credit for ENC1101, ENC2102 or MAC2105 will receive Gordon Rule Credit.

English is the official language of instruction at Keiser University. All prospective students must demonstrate English language competency prior to admission. IB applicants to Keiser University must satisfy this requirement by attaining a minimum score of 4 on the standard or higher English language examinations. There is no need for students who have taken these IB Diploma Program English courses to take other qualifications such as IELTS or TOEFL.

The official International Baccalaureate transcript is required in order to award credit. The credit will be awarded as follows:

Subject	Score of 4 on standard or higher level exams (3 credits/4 credits lab courses)	Score of 5-7 on standard or higher level exams (6 credits/8 credits lab courses)
Biology	BSC1010/1010L (4 credits)	BSC1010/1010L (8 credits) BSC1011/1011L
Business and Management	GEB1112 or MAN1021	GEB1112/MAN1021
Chemistry	CHM1045/1045L (4 credits)	CHM1045/1045L (8 credits) CHM1046/1046L
Computer Science	CGS1000C	

Economics	ECO1023	ECO1023/ECO2013
English	ENC1101	ENC1101/ENC2102
Environmental Systems	BSC1050 or OCB 1010	BSC1050/OCB1010
History of Americas	AMH1010 or AMH1020 or WOH1001	AMH1010 and AMH1020 or WOH1001
Language A: Literature	AML1000 or ENL100 or CWL 1000	AML1000 and ENL1000 or CWL 1000
Mathematics	MAT1033	MAT1033/MAC2105
Music	MUH2011	
Philosophy	PHI1010	
Physics	PHY2001/2001L (4 credits)	PHY2001/2001L (8 credits) PHY2049/2002L
Psychology	PSY 1012	PSY1012/DEP2004
Social and cultural anthropology	SYG1000	SYG1000

PAGE 47, SPECIFIC STANDARDS FOR ALLIED HEALTH PROGRAMS

Replace this section with the following:

SPECIFIC STANDARDS FOR ALLIED HEALTH PROGRAMS

The Allied Health Program has a set grading standard designed to assist graduates in achieving passing scores on the national certification examination and to demonstrate that the required core competencies have been achieved.

To enter the Allied Health program core component, the student must achieve a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) in all general education courses. Earning a grade of “D” or “F” in any general education course, and/or not attaining a cumulative GPA of 3.0 (on a 4.0 scale) in the general education component will prevent the student from entering the program core. The student may elect to repeat a general education course in which a grade of “D” or “F” was received. Transfer credits from another institution will be calculated into this required general education cumulative GPA for admission into the program core.

To continue in the Allied Health program, the student is expected to achieve a minimum cumulative core GPA of 2.75 in the professional courses after completion of the first core semester and for all subsequent semesters. If the student does not meet the required cumulative GPA of 2.75 at the end of a core semester the student will be placed on administrative action in the form of a “Final Written Warning”.

A student on “Final Written Warning” may continue in the program with less than a cumulative core GPA of 2.75 ONLY if the subsequent semester shows upward progression in the cumulative core GPA over the previous semester’s cumulative core GPA. The student will be removed from “Final Written Warning” once a cumulative core GPA of 2.75 has been achieved. If at the end of the semester the cumulative core GPA for a student on “Final Written Warning” remains the same as the previous semester’s cumulative core GPA (below the required 2.75) or has declined further, the student will be dismissed from the program.

A student who has been dismissed from the program for failure to achieve a minimum cumulative core GPA of 2.75 will be offered a one-time opportunity to re-start the program from the beginning; after waiting out one full semester. However, acceptance for program re-entry is contingent upon not exceeding the program’s maximum capacity. The student will be placed on the wait list and await their new programmatic start date. Grades earned for previously taken core courses will not be considered in calculation of core GPA.

For the purposes of this policy, a core semester is defined as the completion of four consecutive terms (i.e., ABCD term order). The Allied Health semester may differ from the established University semester and does not recognize W or WNA in the grade calculation. Allied Health progress is based on qualitative measures and will be evaluated every fourth core course, after the completion of the final term of each core semester.

A student who fails a course within a core semester may choose to re-enter the program when the course re-sequences. The failing grade will only be replaced when and if the student earns a passing grade. Grade calculation will include four consecutive terms, bridging terms, to meet the established core semester for which the student has re-entered. The student must meet the same core semester GPA requirements as previously stated. Should a student be out of an Allied Health program for an extended length of time (as determined in the program's Student Handbook) then the student will be required to re-apply to the program and start the core from the beginning. Grades earned for previously taken core courses will not be considered.

Programs:

- Diagnostic Medical Sonography
- Diagnostic Vascular Sonography
- Dietetics and Nutrition
- Health Information Management*
- Histotechnology**
- Nuclear Medicine Technology
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Radiation Therapy
- Radiologic Technology
- Respiratory Therapy
- Surgical Technology

*Students enrolled in the Health Information Management program are required to complete BSC2085C, BSC2086C, CGS1000, and ENC1101 prior to entering the program core requirement.

**Students enrolled in the Histotechnology program are not required to complete general education courses prior to beginning the Histotechnology core courses. Therefore, these students are not required to achieve a minimum cumulative GPA of 3.0 in all general education courses prior to entering the program core component.

PAGE 49, ALLIED HEALTH PROGRAM FEES FOR LICENSURE AND CERTIFICATION EXAMS

Insert the following table BEFORE “Tuition Charge for Life Experience Credit”:

Allied Health Examination and Licensure Fees

(Effective January 1, 2010)

Program	Exam/Licensure Fees	Program	Exam/Licensure Fees
AS Diagnostic Medical Sonography	\$200.00 ARDMS SPI <u>\$250.00 ARDMS Specialty</u> \$450.00 Total	AS Nursing	\$205.00 State License \$200.00 VUE Testing \$405.00 Total
AS Diagnostic Vascular Sonography	\$200.00 ARDMS SPI <u>\$250.00 ARDMS VT</u> \$450.00 Total		
AS Massage Therapy	\$155.00 DOH <u>\$195.00 MBLEx</u> \$350.00 Total	AS Occupational Therapy Assistant	\$560.00 NBCOT Exam \$180.00 State License <u>\$ 25.00 Exam</u> \$765.00 Total
AS Medical Assisting	\$95.00 RMA/CMA <u>\$150.00 Basic Xray</u> \$240.00 Total	AS Physical Therapist Assistant	\$180.00 State \$370.00 Boards <u>\$ 50.00 License</u> \$600.00 Total
AS Medical Laboratory Technician	\$130.00 AMT \$200.00 ASCP \$ 45.00 Trainee <u>\$ 55.00 State</u> \$430.00 Total	AS Radiologic Technology	\$200.00 ARRT <u>\$150.00 State</u> \$350.00 Total

AS Nuclear Medicine Technology	\$175.00 NMTCB \$200.00 ARRT <u>\$ 45.00 State</u> \$415.00 Total	AS Surgical Technology	\$237.00 AST
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PAGE 50, OTHER FEES

Change the notice on late fees as follows:

Late fee for students who have Cash Payments, the late fee charge is \$10.00 per month for each month past due.

PAGE 63, PROFESSIONAL BEHAVIOR POLICY

Replace this section with the following:

PROFESSIONAL BEHAVIOR POLICY

The University has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry-level positions in their fields.

- Adhere to University policies and procedures as outlined in the University catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates unprofessional behavior(s), the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action (*Professional Behavior Procedure*). A student action plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

Professional Behavior Procedure

The Administrative Action will become effective in the semester the student is currently enrolled in, and remain in place for the remainder of the *following* semester. At the completion of the *following* semester, the program director or dean will assess the student’s progress and determine whether to remove the student from or to extend the Administrative Action. Failure to meet the terms of the Administrative Action, as outlined in a student action plan, will result in dismissal from the program. If additional unprofessional behavior(s) should occur during the remainder of the program, the student will be dismissed from the program and the University, and may be eligible for re-entry to the University.

Clinical Experience – Request for Removal of Student (if applicable to major)

Should a clinical site request removal of a scheduled student due to the student’s inability or unwillingness to abide by the program and/or clinical site’s policies and procedures, the student will be placed on Administrative Action.

It should be noted that if the cause for removing a student from a clinical site is deemed by the program director and dean of academic affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the University.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the *same* clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon: a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the program director addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on unprofessional behavior, and similar unprofessional behavior occurs in a *subsequent* clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

Academic and Administrative Dismissal

A student may be dismissed from Keiser University for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
 - meeting of deadlines for academic work and tuition payments;
 - provision of documentation, corrections and/or new information as requested;
 - notification of any information that has changed since the student's initial application;
 - purchase or otherwise furnish required supplies;
 - maintenance of University property in a manner that does not destroy or harm it;
 - return of library books in a timely manner and payment of any fines that may be imposed;
 - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
 - continued inappropriate personal appearance;
 - continued unsatisfactory attendance;
 - non-payment for services provided by the University;
 - failure to comply with policies and procedures listed in the current University catalog and student handbook; or
 - conduct prejudicial to the class, program or University.
- Specific behaviors that may be cause for dismissal include, but are not limited to:
 - willful destruction or defacement of University or student property;

- theft of student or University property;
- improper or illegal conduct, including hazing, sexual harassment, etc.;
- use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
- being under the influence of alcoholic beverages or illegal drugs while on campus;
- cheating, plagiarism, and/or infractions of the University's Student Conduct Policies;
- any behavior which distracts other students and disrupts routine classroom activities;
- use of abusive language, including verbalization or gestures of an obscene nature; or
- threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

Conflict Resolution

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their program director. Subsequent levels are the associate dean or dean of academic affairs and the campus president. Chain of command should *always* be utilized for prompt resolution. Keiser University does however maintain an open door policy.

Student Disciplinary Procedures

If a student violates Keiser University's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the dean of academic affairs is responsible. In the absence of the dean, the campus president determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

When a student violates Keiser University's Standards of Conduct outside the classroom but on campus, the dean of academic affairs is the first level of discipline. The next level is the campus president. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

PAGE 109, PROGRAM DESCRIPTION, MASTER OF ACCOUNTANCY

Replace section "Program Prerequisites" with the following:

Program Prerequisites

- Baccalaureate degree from an accredited institution in accounting, business or equivalent with appropriate upper division accounting coursework.

PAGE 119, PROGRAM DESCRIPTION, MS MANAGEMENT

Insert the following at the end of the program description:

Spanish Master of Science degree in Management

For program information in Spanish, please refer to the Spanish edition of this catalog.

PAGE 136, PROGRAM DESCRIPTION, BA HEALTH SERVICES ADMINISTRATION

Insert the following at the end of the program description:

Spanish Bachelor of Arts degree in Health Services Administration

For program information in Spanish, please refer to the Spanish edition of this catalog.

PAGE 141, PROGRAM DESCRIPTION, BA POLITICAL SCIENCE

Insert the following *before* BA Psychology:

POLITICAL SCIENCE

Bachelor of Arts Degree

Program Description

The Bachelor of Arts degree in Political Science explores government policy, processes, political campaigning, political theory, legal studies, and international relations. The degree has a strong liberal arts focus and research focus designed to prepare students for graduate level training in a variety of disciplines along with entry-level work in a host of disparate fields. This is a broad-spectrum program that introduces students to the general study of the field of political science, and is suited for students with an interest in public policy, foreign affairs, issues in immigration and the environment as well as those seeking an academic foundation for work in political campaigns.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- Explain the functions of government in American society
- Explain the differences between various government and economic systems
- Explain various political theories
- Apply a framework for understanding the political, economic, social, historical, and philosophical underpinnings of various political theories
- Analyze the role of US foreign policy in the world today
- Understand the stressors that population, natural resources, and environmental issues have on political frameworks
- Understand the role of public opinion on political behavior
- Analyze the role of mass media in the political system
- Analyze regional tensions and regional powers in order to explain their significance to global relations.
- Develop an understanding of APA format and writing in the field of political science.

Prerequisites for Major Courses

- Completion of all lower level courses with a C or better.
- The following lower division courses, if not taken as part of an associate's program, must be successfully completed before beginning upper division major courses (Course equivalency is established by the dean of academic affairs from official transcripts received from regionally accredited institutions):

BSC1030	Environmental Science	3.0 credit hours
CPO2002	Introduction to Comparative Government and Politics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours
INR2001	International Relations	3.0 credit hours
MAC2105	College Algebra <u>or</u>	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
POS1041	Political Science	3.0 credit hours
POT1003	Intro to Political Theory	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Program Outline

The curriculum for the Bachelor of Arts degree in Political Science requires 120.0 upper division semester credit hours consisting of 36 credits in lower division general education courses, 24 credits in lower division major courses, 12 credits in upper division general education courses, and 48 credits in upper division major. A total of 120 semester credit hours are required for the degree.

NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken. POS1041 is a prerequisite for ALL courses in the major, both lower division and upper division.

Lower Division Political Science Major Courses (24.0 credit hours)

POS1041	Political Science	3.0 credit hours
CPO2002	Introduction to Comparative Government and Politics	3.0 credit hours
INR2001	International Relations	3.0 credit hours
POT1003	Intro to Political Theory	3.0 credit hours
PLA1304	Criminal Law	3.0 credit hours
CPO2030	Politics of the Developing World	3.0 credit hours
INR2109	US Latin American Relations	3.0 credit hours
DSC1011	Domestic and International Terrorism	3.0 credit hours

Lower Division General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 credit hours)

AMH1010	American History Pre 1876 (required)	3.0 credit hours
AMH1020	American History Since 1876 (required)	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours
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Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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Economics (3.0 credit hours)

ECO2013	Macroeconomics (required)	3.0 credit hours
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English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL1000	Contemporary World Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Math	3.0 credit hours
STA2023	Statistics (required)	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1030	Environmental Science (required)	3.0 credit hours

NOTE: All lower division major and general education courses must be successfully completed with a minimum of a C before upper division courses are undertaken.

Upper Division Political Science Major Courses (48.0 credit hours)

POS3063	Intergovernmental Relations	3.0 credit hours
POS3235	Mass Media and Politics	3.0 credit hours
POS3413	The American Presidency	3.0 credit hours
POS3205	Voting Behavior and Public Opinion	3.0 credit hours
POS3274	The Campaign Process	3.0 credit hours
POT3632	Religion and Politics	3.0 credit hours
PAD3034	Intro to Public Policy	3.0 credit hours
POT3044	Great Political Thinkers	3.0 credit hours
INR3274	Middle East Foreign Policy	3.0 credit hours
POS4035	Environmental Politics	3.0 credit hours
PAD4204	Public Finance	3.0 credit hours
ECO4701	The World Economy	3.0 credit hours
POS4142	Urban Government Social Policy	3.0 credit hours
PLA4880	American Constitutional Law	3.0 credit hours
PLA4844	Immigration Law	3.0 credit hours
PUP4052	Issues in International Policy	3.0 credit hours

Upper Division General Education Courses (12.0 credit hours)

COM3465	Conflict Resolution	3.0 credit hours
HIS3319	History of Civil Rights and Civil Liberties	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours

PAGE 167, PROGRAM DESCRIPTION, BS NURSING

Replace the section “Prerequisites for Major Courses” with the following:

Prerequisites for Major Courses

Background check and drug screening where applicable.

Graduation from either an associate degree nursing program or a diploma nursing program.

Proof of current, active and non-restricted professional licensure as a registered nurse in the United States.

Nursing Diploma and International students must satisfy the following prerequisites (or equivalent with a “C” or higher) before beginning upper division major courses. Course equivalency is established by the Dean of Academic Affairs or the University Department Chair from official transcripts received from accredited institutions.

MAC2105	College Algebra or MAT1033 Intermediate Algebra
ENC1101	English Composition I
AML1000	American Literature <u>or</u> English Literature, ENL 1000
CGS1000C	Introduction to Computers
BSC2085C	Human Anatomy and Physiology I
BSC2086C	Human Anatomy and Physiology II
MCB2000C	Microbiology I
DEP2004	Lifespan Development

PAGE 174, PROGRAM DESCRIPTION, BS SPORTS MEDICINE AND FITNESS TECHNOLOGY

Replace this section with the following:

Program Description

Keiser University’s Bachelor of Science degree in Sports Medicine and Fitness Technology focuses on advanced health and fitness assessment, prescription and lifestyle modification. The program provides information on health risk factors, exercise leadership, biomechanics of movement, physiological adaptations to exercise, injury prevention, care and therapy modalities, business management and ethics in sport.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop a student's ability to apply health and fitness assessments in the development, monitoring and motivation of individuals with exercise prescriptions
- To prepare students to properly conduct and monitor exercise sessions in both healthy and special populations.
- To prepare students to manage their own business in the field of health and wellness and to utilize sports marketing and promotion techniques.
- To assist students in understanding health risk factors, physiological adaptations to exercise and psychological factors associated with fitness and exercise programs
- To assist students in understanding and applying basic biomechanical principles

Prerequisites for Major Courses

At a minimum, students must successfully complete (with a minimum grade of 2.0 or "C") the following two general education requirements before beginning major coursework:

- BSC2085C Human Anatomy and Physiology I
- BSC2086C Human Anatomy and Physiology II

Program Outline

To receive a Bachelor of Science in Sports Medicine and Fitness Technology, students must earn 125.0 credit hours. Program requirements are as follows:

Lower Division Sports Medicine and Fitness Technology Major Courses (39.0 credit hours)

PET1084C	Health and Fitness Appraisal and Wellness	4.0 credit hours
PET1352C	Nutrition and Weight Management	4.0 credit hours
PET1384C	Principles of Health and Fitness	4.0 credit hours
PET1604C	Sports Medicine and First Aid	4.0 credit hours
PET2082C	Exercise Leadership I	4.0 credit hours
PET2214C	Sports Psychology	4.0 credit hours
PET2353C	Exercise Physiology	4.0 credit hours
PET2941	Externship I	3.5 credit hours
PET2942	Externship II	3.5 credit hours
SPM2150C	Sports Administration and Law	4.0 credit hours

Lower Division General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (8.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours

NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken.

Upper Division Sports Medicine and Fitness Technology Major Courses (48.0 credit hours)

APK3114C	Strength Training and Conditioning	4.0 credit hours
HSC3172C	Stress Management	4.0 credit hours
HSC4143C	Substance Abuse	4.0 credit hours
PET3310C	Applied Kinesiology	4.0 credit hours
PET3361C	Nutrition in Health and Exercise	4.0 credit hours
PET3632C	Basic Therapeutic Modalities for Musculoskeletal Injuries	4.0 credit hours
PET3639C	Advanced Care and Prevention of Athletic Injuries	4.0 credit hours
PET4517C	Sports Business Management	4.0 credit hours
PET4552C	Exercise Programming for Special Populations	4.0 credit hours
PET4940C	Integrated Studies in Sports Medicine Capstone	4.0 credit hours
SPM4157C	Exercise Leadership II	4.0 credit hours
SPM4305C	Sports Marketing and Promotions	4.0 credit hours

General Education Courses (12.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
COM3131	Interpersonal Communication for Professionals	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours

PAGE 222, PROGRAM DESCRIPTION, AS NURSING

Replace the Program Goals with the following verbiage:

Program Goals

The Nursing program's mission is further defined by the following goals:

- Students will utilize effective interdisciplinary collaboration within a health care environment.
- Students will integrate evidence based technologies to support clinical decision making.
- Students will utilize clinical judgment and reasoning to promote optimal patient care.

- Students will model behaviors of professionalism in the pursuit of excellence.
- Students will possess the necessary breadth of knowledge and skills for obtaining entry-level employment as a professional registered nurse.

PAGE 223, PROGRAM DESCRIPTIONS, AS OCCUPATIONAL THERAPY ASSISTANT

Replace the section “Prerequisites for Major Courses” with the following:

Prerequisites for Major Courses

- Satisfactory background check and drug screening
- Completion of general education courses with a minimum grade of “C” for each course
- Completion of BSC2085C and BSC2086C, Human Anatomy and Physiology I and II
- Score a minimum of 18 on the University’s entrance examination test.
- Cumulative grade average of 3.0 on a 4.0 scale

PAGE 229, PROGRAM DESCRIPTIONS, AS RADIOLOGIC TECHNOLOGY

Replace the section “Prerequisites for Major Courses” with the following:

Prerequisites for Major Courses

- Background check and drug screening when applicable
- Completion of all general education coursework with a minimum grade of “C” for each course
- Completion of BSC2085C and BSC2086C, Human Anatomy and Physiology I and II
- Cumulative grade average of 3.0 on a scale of 4.0

PAGE 326, COURSE DESCRIPTIONS, BA POLITICAL SCIENCE

Insert the following before BA Psychology:

POLITICAL SCIENCE

Bachelor of Arts Degree

Major Course Requirements

CPO2002 (3.0 credit hours)

Introduction to Comparative Government and Politics

Addresses governmental institutions and current political parties. Topics include a survey of developmental and historical perspectives that shape political systems and an analysis of factors that influence actions of various political forces. Prerequisite: POS1041

CPO2030 (3.0 credit hours)

Politics of the Developing World

Introduces the student to the politics of the developing world by analyzing the historical, cultural, economic, and political structures that characterize the developing world. Prerequisite: CPO2002, POS1041

DSC1011 (3.0 credit hours)

Domestic and International Terrorism

Explores terrorist activities in the United States and around the world, such as the 9/11 attack, aviation security practices, homeland security and the ongoing war on terrorism. The course discusses theories of expert analysts while focusing on the domestic and international threat of terrorism and the basic security issues surrounding terrorism.

ECO4701 (3.0 credit hours)

The World Economy

Provides a broad overview of the international economy in historical perspective, with emphasis on economic demography, trade flow capital movements, diffusion of technology, and the emergence of transnational institutions. Prerequisite: ECO2013

HIS3319 (3.0 credit hours)

History of Civil Rights and Civil Liberties

Examines the history of civil rights and civil liberties in the United States from the origins of the Western political tradition to current issues. Discusses the origins of rights and liberties with particular focus on Athens, Rome, England, and the Enlightenment. Explores the development of civil rights and liberties in the American tradition, with particular focus on the colonial period and Revolution, the Constitution, the Civil War, Reconstruction and Jim Crow. Includes the progress of civil rights and liberties in the twentieth and twenty-first centuries, including the Civil Rights Movement, the War on Poverty, and the post-9/11 era.

INR2001 (3.0 credit hours)

International Relations

Examines International Relations by defining and exploring the role of the nation-state, international organizations, and transnational organizations (criminal, non-governmental, environmental, and religious). The course examines the new international order in terms of war, globalization, trade, the North-South divide, the world economy, the environment, and political theories of realism and idealism. Prerequisite: POS1041

INR2109 (3.0 credit hours)

US Latin American Relations

Introduces the student to the politics of Latin America and explores the diplomatic relations between the United States and Latin America. Historical, political, and social factors are considered for understanding the region. Prerequisite: CPO2002, INR2001, POS1041

INR3274 (3.0 credit hours)

Middle East Foreign Policy

Addresses the developments in the international politics of the Middle East. Explores the region's impact on the relations of major powers and discusses the role of oil in the region.

PAD3034 (3.0 credit hours)

Public Policy

Examines the political-administrative dimensions of government policy making at the federal, state, and local levels in addition to the problems of political interests, values, and objectives in public administration.

PAD4204 (3.0 credit hours)

Public Finance

Covers methods of securing funds, the financial management in public organizations, federal budgetary innovations, and analysis of problems in the growth and development of public budgetary theory.

PLA1304 (3.0 credit hours)

Criminal Law

Focuses on the elements of offenses against persons, property and the public order. Topics include common defenses to criminal culpability (including insanity and involuntariness) and criminal liability as an accomplice or conspirator.

PLA4841 (3.0 credit hours)

Immigration Law

Provides a general knowledge of immigration law. Topics include grounds for exclusion, defenses to deportation, amnesty, naturalization and citizenship, criminal sanctions and visa applications.

PLA4880 (3.0 credit hours)

Constitutional Law

Examines federal constitutional law, focusing on the separation of powers and the concept of judicial review of executive and legislative action. Topics include the rights, privileges and immunities conveyed to citizens by the U.S. Constitution and the Bill of Rights.

POS1041 (3.0 credit hours)

Political Science

Addresses how America has evolved from an agrarian to a post-industrial society. Topics include the Constitution and its three branches of government.

POS3063 (3.0 credit hours)

Intergovernmental Relations

Interactions among federal, state, and local levels of government, policies and administrative structures and process at the various levels of government are studied.

POS3205 (3.0 credit hours)

Voting Behavior and Public Opinion

Reviews American political culture and forces that affect it. Political theory, political socialization, and political ideology are presented. The role of the media, the economy, and education are discussed.

POS3235 (3.0 credit hours)

Mass Media and Politics

Presents the influence of media on campaigns, public officials, and public opinion. Analysis of political news and the use of satire in politics are provided.

POS3274 (3.0 credit hours)

The Campaign Process

Addresses the theory and practice of electoral campaigns. Discusses the history of campaigning, the role of communication, the decline of political parties, the role of public opinion and the media, and campaign planning and strategy.

POS3413 (3.0 credit hours)

The American Presidency

Explores the central role of the American Presidency in the political process. Analyzes the powers of the presidency in modern history and presents the legislative, administrative, political, and foreign policy leadership of the President. Crisis management, decision-making, and limits on presidential power are discussed.

POS4035 (3.0 credit hours)

Environmental Politics

Examines the interactions between interest groups, advocacy groups, and political institutions in US environmental politics. Explores the international political problems related to environmental policy.

POS4142 (3.0 credit hours)

Urban Government Social Policy

Historical review of urbanization in America, the governmental and political structures as they function in urban areas, and the discussion of urban, social and political problems.

POT1003 (3.0 credit hours)

Introduction to Political Theory

Explores the theories used in political science for understanding political life. Analyzes the writings of major political theorists and the major issues that define the field of political theory. Prerequisite: POS1041

POT3044 (3.0 credit hours)

Great Political Thinkers

Studies selected political theorists from Machiavelli to Marx. The emphasis is on the ideas of authority and freedom, obligation and consent, and the social contract as expressed in the writings of Hobbes, Locke, and Rousseau.

POT3632 (3.0 credit hours)

Religion and Politics

Presents the institutional and individual role of religion and politics, including globalization, fundamentalism, and secularization.

PUP4052 (3.0 credit hours)

Issues in International Policy

Provides an overview of contemporary international issues and the knowledge necessary to engage in a detailed examination and constructive discussion of these issues. Three broad categories are explored: conflict/security/terrorism/transnational crime, globalization/international economy, and international human rights and justice.

PAGE 364, COURSE DESCRIPTIONS, BS SPORTS MEDICINE AND FITNESS TECHNOLOGY

Replace this section with the following:

APK3114C (4.0 credit hours)

Strength Training and Conditioning

Identifies the essentials involved in strength training and conditioning. Students are prepared for national credentialing. Topics include the structure and function of body systems, training adaptations, testing and evaluation, exercise techniques and program design. Students apply exercise prescriptions and practice stretching and spotting/safety techniques.

HSC3172C (4.0 credit hours)

Stress Management

Discusses proven techniques and tools that are utilized in managing stress in everyday life. Topics include how to apply stress management and prevention techniques to our life, the causes of stress and tools necessary to build a plan for reducing stress that fits one's lifestyle, values, and goals. Students practice stress management techniques with the goal of developing lifetime healthy habits and for themselves and their clients.

HSC4143C (4.0 credit hours)

Substance Abuse

Focuses on understanding addictive disorders and their treatment. The course covers the use and abuse of alcohol, tobacco, barbiturates, amphetamines, cocaine, opiates, and hallucinogens, as well as other abused substances such as aerosols, steroids, and over the counter analgesics. The course also investigates working with clients, differentiating abusers from addicts, drug effects on children, teenagers, pregnant and nursing women. Students participate in collaborative exercises to identify appropriate behavior modification techniques.

PET1084 (4.0 credit hours)

Health and Fitness Appraisal and Wellness

Addresses issues that arise when dealing with clients who have had a disease or medical condition, currently have a disease or medical condition or are at risk for developing a disease or medical condition. Topics include health and fitness assessments and recommended exercise prescription.

PET1352C (4.0 credit hours)

Nutrition and Weight Management

Discusses proper nutrition and weight management practices. Topics include ideal body weight, lean body weight, body fat percentages, metabolic calculations, foods, menus and healthy eating habits.

PET1384 (4.0 credit hours)

Principles of Health and Fitness

Teaches the importance of physical activity and its relationship to health and quality of life. Topics include components of total fitness (physical, social, emotional and intellectual), development of personalized exercise programs, specific health assessments and individualized exercise prescriptions for clients.

PET1604C (4.0 credit hours)

Sports Medicine and First Aid

Focuses on safety, injury prevention and emergency response practices that affect the daily operations and management of a health and fitness facility. Topics include injury prevention, lifestyle modification, management of acute and chronic injuries and recovery therapies.

PET2082C (4.0 credit hours)

Exercise Leadership I

Presents basic components of exercise programming and prescription. Topics include principles of cardiorespiratory function, resistance, flexibility exercises, exercise leadership, behavior modification and motivational techniques.

PET2214 (4.0 credit hours)

Sports Psychology

Introduces psychological theories of behavioral change and presents the application of practical concepts from these theories. Topics include lifestyle modification, goal setting, symptoms of anxiety and depression and referrals to third-party physicians.

PET2353 (4.0 credit hours)

Exercise Physiology

Studies the human body and its responses and adaptations to exercise. Topics include structures and functions of the skeletal, muscular, cardiovascular and respiratory systems and basic biomechanical principles.

PET2940 (8.0 credit hours)

Sports Medicine and Fitness Technology Externship

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

PET3310C (4.0 credit hours)

Applied Kinesiology

Focuses on the science and mechanics of human movement. Included are activities and demonstrations of biomechanics in relation to other sub-disciplines of Exercise Science. Students also learn qualitative and quantitative concepts of body movement during exercise.

PET3361C (4.0 credit hours)

Nutrition in Health and Exercise

Integrates the science of nutrition and exercise physiology principles to illustrate the links between training, the increased demand for nutrients as a result of training, the appropriate intake of foods, beverages and supplements to achieve the ultimate goal of performance enhancement. Students design a complete diet plan tailored to an athlete's training and performance goals.

PET3632C (4.0 credit hours)

Basic Therapeutic Modalities for Musculoskeletal Injuries

Provides instruction on the indications, contraindications, and legal issues as they pertain to the proper application of therapeutic modalities for the athletic trainer. Students demonstrate the application of various therapeutic modalities.

PET3639C (4.0 credit hours)

Advanced Care and Prevention of Athletic Injuries

Addresses the techniques for preventing and minimizing sport-related injuries as well as recognition and management of specific injuries and conditions. Topics include handling and demonstrating proper emergency protocols, bandaging techniques and basic injury rehabilitation.

PET4517C (4.0 credit hours)

Sports Business Management

Focuses on sports business management. Topics include administrative theory and philosophy, financial management and business procedures, facility management and public relations, and other aspects related to administration of recreation, athletic training, and sport management programs. Students participate in collaborative learning exercises to develop a business plan for a facility in the fitness industry.

PET 4552C (4.0 credit hours)

Exercise Programming for Special Populations

Prepares students to work with clients who have received medical treatment for illness or injury who are unable to undertake an exercise regime on their own. Topics include developing exercise programs for individuals who have been cleared by their physicians to return to exercise and physical activity, as well as a hands-on opportunity to work with such individuals. Students are prepared for professional credentialing of exercising special populations.

PET4940C (4.0 credit hours)

Integrated Studies in Sports Medicine Capstone

Focuses on exhibiting the learned experiences of the core classes. The student will conclude their bachelor's degree with this capstone course designed to show satisfactory progress in making the transition from student to career professional. The student will utilize the computer laboratory to formulate a capstone research paper to be submitted to the instructor. Their research will be presented in a properly written report as well as a powerpoint presentation before a panel of professional in the field. This research presentation can be based on a revolving project which they experienced while on their externship at the associate's level or other field experience that relates to the core curriculum. Included will be empirical data on their chosen topic which must be approved before beginning this course. Research may include topics pertaining to current training trends, a facility's current membership, client policies and procedures of a fitness program plan, program enhancement plans, implementation process, daily fiscal management, effective stress management techniques, etc.

SPM2150 (4.0 credit hours)

Sports Administration and Law

Presents effective program administration. Topics include creation of safe, successful programs, reduction of risk and legal situations, exercise waivers, health history questionnaires, legal aspects of instruction and CPR.

SPM4157C (4.0 credit hours)

Exercise Leadership II

Focuses on building the student's level of experience, knowledge, and skills in leading and designing exercise programs. The course prepares students for professional credentialing by learning and applying the specific methods and techniques required.

SPM4305C (4.0 credit hours)

Sports Marketing and Promotions

Focuses on the intriguing world of sports marketing, promotions, and entertainment today and how this strong force continues to drive our industry in current marketing techniques. The techniques learned will be consistent in what is necessary to building one's own professional career. Students participate in collaborative activities in support of executing a business plan.

General Education Requirements

See specific Lower and Upper Division general education requirements for a Bachelor of Science degree in Sports Medicine and Fitness Technology in the [Program Descriptions](#) section of this catalog.

PAGE 441, GRADUATE ADMISSIONS REQUIREMENTS, PH.D. PROGRAMS

Replace this section with the following:

GRADUATE ADMISSIONS REQUIREMENTS

DOCTOR OF PHILOSOPHY IN EDUCATIONAL LEADERSHIP

DOCTOR OF PHILOSOPHY IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

DOCTOR OF PHILOSOPHY IN INSTRUCTIONAL DESIGN TECHNOLOGY

DOCTOR OF PHILOSOPHY IN PSYCHOLOGY

Candidates for admission to the Ph.D. program are required to hold a master's degree (or equivalent) from an accredited institution.* An admission decision is based on a combination of a student's graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

Submission of a completed Graduate School [Application](#)

Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master's degree from with a completed Graduate School [Application](#)

Submission of official transcripts or original foreign evaluations showing successful completion of a master's degree from an accredited college or university received within the first semester of enrollment

Two letters of recommendation received within the first semester of enrollment

Formal resume indicating education and complete work history

Doctor of Philosophy in Industrial and Organizational Psychology and Psychology applicants with a Baccalaureate Degree

Required documents for admission are as follows:

*Applicants to the Ph.D. in Industrial and Organizational Psychology or Psychology degree program may enter the program with a Baccalaureate degree.

- Submission of a completed Graduate School [Application](#)
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree with a completed Graduate School [Application](#)
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 1350 or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

Requirement for GRE/MAT scores may be waived for students who meet any one of the following:

Undergraduate degree from an accredited college or university with a grade average of at least 3.0

Undergraduate degree from an accredited college or university with a grade average of 2.7 or above with a minimum of two years of professional work experience

Completion of the first semester of enrollment with a minimum grade average of 3.0.

Failure to provide documentation or test scores or to achieve the grade point average required at the end of the first semester may lead to suspension or dismissal from the University.

Requirements for Doctor of Philosophy in Educational Leadership, Instructional Design and Technology, Industrial and Organizational Psychology or Psychology

To earn a Doctor of Philosophy degree from Keiser University, students must accomplish the following:

- Earn a minimum of 60 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 54 credits of the PhD program through Keiser University

- Complete all PhD degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School
- Complete a one week residency before the end of the first calendar year
- Complete a second residency before the comprehensive examination
- Successfully complete a comprehensive examination prior to advancing to candidacy
- Advance to candidacy prior to entering into dissertation courses
- Maintain active student status until dissertation is approved
- Complete a proposal approved by a dissertation committee
- Successfully defend the proposal
- Complete a dissertation approved by a dissertation committee
- Successfully defend the dissertation

PAGE 444, GRADUATE ADMISSIONS REQUIREMENTS, MASTER OF ACCOUNTANCY

Insert the following before the requirements for Master of Business Administration:

Master of Accountancy

Candidates for admission to the MA program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in accounting, business, or equivalent with appropriate upper division accounting courses is a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

- Submission of a completed Graduate School Application including the selection of a concentration
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of an appropriate bachelor's degree including upper division coursework in accounting: financial, managerial/cost, tax, and auditing with a completed Graduate School Application
- Submission of official transcripts or original foreign evaluations showing successful completion of an appropriate bachelor's degree program including upper division coursework in accounting: financial, managerial/cost, tax, and auditing from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GMAT score of 450, GRE composite score of 1350 or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

Requirement for GMAT/GRE/MAT scores may be waived for students who meet any one of the following:

- Graduate degree from an accredited institution
- Appropriate undergraduate degree from an accredited college or university with a grade average of at least 3.0
- Appropriate undergraduate degree from an accredited college or university with a grade average of 2.7 or above with a minimum of two years of accounting or related professional work experience
- Completion of the first semester of enrollment with a minimum grade average of 3.0.

Failure to provide documentation or test scores or to achieve the grade point average required at the end of the first semester may lead to suspension or dismissal from the University.

PAGE 451, GRADUATE SCHOOL – TUITION, FEES, AND OTHER COSTS

Replace this section with the following:

Keiser University desires to eliminate possible areas of misunderstanding before students begin class. This allows the University to devote future efforts to support our students' education. At Keiser University tuition and fees are charged to the student by the semester. Each semester is 16 weeks. Keiser University students are not charged by the course or by credit hours. University student tuition and fees are subject to annual review and modification.

Effective Fall term, August 27, 2012

Initial Fees

Application Fee (one-time charge)	\$ 50.00
Registration Fee (one-time charge)	\$ 145.00

Tuition Charge Per Semester (Tuition is charged and payable on the first day of the class in the semester)

Master Degree Program: Full Time Status	\$9,208.00
Master of Science – Physician Assistant Degree Full Time Status	\$9,208.00
Graduate Level Certificate Program	\$9,208.00
Education Specialist Degree	\$9,840.00
Doctoral Program	\$9,840.00
Doctoral Program – Dissertation	\$4,920.00
Doctoral Program – Dissertation beyond Semester 4	\$2,460.00

Tuition for Students less than full time: tuition is charged based on a pro-rata calculation at the beginning of the semester.

<u>Education Fee per Semester</u>	\$ 600.00
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Other Fees

PANCE (Physician Assistant Certification Exam)	\$ 450.00
Doctoral Residency 1 On campus training*	\$1,200.00
Doctoral Residency 2 On campus training*	\$ 600.00
Withdrawal Fee	\$ 100.00
Re-entry Fee	\$ 150.00

Degree programs with Majors that require a student kit, will be assessed a fee accordingly.

Degree program Majors with certification testing will be assessed a fee accordingly.

Textbook prices are available on the student portal by course.

Students taking online courses who have the textbooks shipped will have shipping charges assessed to them.

Late Fee for students who have Cash Payments, the late fee charge is \$10.00 per month for each month past due.

Keiser University reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students or the university will benefit. Such changes may be made without further notice. Tuition is charged by the semester as stated above. An academic transcript will not be released if the student has a balance with the institution for any reason.

**Students are responsible for the cost of their travel, accommodations, food, and other expenses associated with residencies.*

PAGE 461, GRADUATION REQUIREMENTS, PH.D. AND D.B.A. PROGRAMS

Replace this section with the following:

GRADUATION REQUIREMENTS

Graduate Degrees

Requirements for Doctor of Philosophy in Educational Leadership, Doctor of Philosophy in Industrial and Organizational Psychology, Doctor of Philosophy in Instructional Design and Technology, or Doctor of Philosophy in Psychology

To earn a Doctor of Philosophy degree from Keiser University, students must accomplish the following:

- Earn a minimum of 60 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 54 credits of the PhD program through Keiser University
- Complete all PhD degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete a one week residency before the end of the first calendar year
- Successfully complete a comprehensive examination prior to advancing to candidacy
- Advance to candidacy prior to entering into dissertation courses
- Maintain active student status until dissertation is approved
- Complete a proposal approved by a dissertation committee
- Successfully defend the proposal
- Complete a dissertation approved by a dissertation committee
- Successfully defend the dissertation

Requirements for Doctor of Business Administration degree program

To earn a Doctor of Philosophy degree from Keiser University, students must accomplish the following:

- Earn a minimum of 60 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 54 credits of the DBA program through Keiser University
- Complete all DBA degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School
- Students will complete (2) two residencies, the initial residency in the first year and the subsequent residency after passing the comprehensive examination. Students will complete the business foundation courses, research courses, and comprehensive examination prior to beginning dissertation courses.
- Successfully complete a comprehensive examination prior to advancing to candidacy
- Advance to candidacy prior to entering into dissertation courses
- Complete a proposal approved by a dissertation committee

- Successfully defend the proposal
- Complete a dissertation approved by a dissertation committee
- Successfully defend the dissertation
- Maintain active student status until dissertation is approved

PAGE 464, ADDITIONAL REQUIREMENTS, MASTER OF ACCOUNTANCY

Insert the following before “Additional Requirements for Master of Business Administration”:

Additional Requirements for Master of Accountancy

To earn a Master of Accountancy degree from Keiser University, students must accomplish the following:

- Earn a minimum of 36 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 30 credits of the Master of Accountancy program through Keiser University
- Complete all Master of Accountancy degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

PAGE 536, ACADEMIC CALENDARS

Replace the undergraduate and graduate academic calendars with the following. Semester breaks begin on the Monday following the end of classes.

Academic Calendar

Term Calendar 2012

Semester I

01/01/12	New Year’s Day
01/02/12	New Year’s Day observed
01/03/12	Return
01/02/12-01/28/12	Term A Classes Begin
01/16/12	Martin Luther King Jr. Day
01/17/12	Return
01/30/12-02/25/12	Term B Classes Begin
02/20/12	President’s Day
02/21/12	Return
02/27/12-03/24/12	Term C Classes Begin
03/26/12-04/21/12	Term D Classes Begin
04/06/12-04/09/12	Easter Break
04/10/12	Return
04/22/12-04/29/12	Spring Break

Semester II

04/30/12-05/26/12	Term A Classes Begin
05/28/12	Memorial Day
05/29/12	Return
05/28/12-06/23/12	Term B Classes Begin
06/25/12-07/21/12	Term C Classes Begin
07/04/12	Independence Day

07/05/12 Return
07/23/12-08/18/12 Term D Classes Begin
08/19/12-08/26/12 Summer Break

Semester III

08/27/12-09/22/12 Term A Classes Begin
09/03/12 Labor Day
09/04/12 Return
09/24/12-10/20/12 Term B Classes Begin
10/22/12-11/17/12 Term C Classes Begin
11/19/12-12/15/12 Term D Classes Begin
11/22/12-11/25/12 Thanksgiving Break
11/26/12 Return
12/16/12-01/06/13 Holiday Break

Term Calendar 2013

Semester I

01/01/13 New Year's Day
01/07/13-02/02/13 Term A Classes Begin
01/21/13 Martin Luther King Jr. Day
01/22/13 Return
02/04/13-03/02/13 Term B Classes Begin
02/18/13 President's Day
02/19/13 Return
03/04/13-03/30/13 Term C Classes Begin
03/29-04/01/13 Easter Break
04/02/13 Return
04/01/13-04/27/13 Term D Classes Begin
04/28/13-05/05/13 Spring Break

Semester II

05/06/13-06/01/13 Term A Classes Begin
05/27/13 Memorial Day
05/28/13 Return
06/03/13-06/29/13 Term B Classes Begin
07/01/13-07/27/13 Term C Classes Begin
07/04/13 Independence Day
07/05/13 Return
07/29/13-08/24/13 Term D Classes Begin
08/25/13-09/01/13 Summer Break

Semester III

09/02/13-09/28/13 Term A Classes Begin
09/02/13 Labor Day
09/03/13 Return
09/30/13-10/26/13 Term B Classes Begin
10/28/13-11/23/13 Term C Classes Begin
11/25/13-12/21/13 Term D Classes Begin
11/28/13-12/01/13 Thanksgiving Break
12/02/13 Return
12/22/13-01/05/13 Holiday Break

Term Calendar 2014

Semester I

01/01/14	New Year's Day
01/06/14-02/01/14	Term A Classes Begin
01/20/14	Martin Luther King Jr. Day
01/21/14	Return
02/03/14-03/01/14	Term B Classes Begin
02/17/14	President's Day
02/18/14	Return
03/03/14-03/29/14	Term C Classes Begin
03/31/14-04/26/14	Term D Classes Begin
04/18/14-04/21/14	Easter Break
04/22/14	Return
04/27/14-05/04/14	Spring Break

<u>Semester II</u>	
05/05/14-05/31/14	Term A Classes Begin
05/26/14	Memorial Day
05/27/14	Return
06/02/14-06/28/14	Term B Classes Begin
06/30/14-07/26/14	Term C Classes Begin
07/04/14	Independence Day
07/07/14	Return
07/28/14-08/23/14	Term D Classes Begin
08/24/14-08/31/14	Summer Break

<u>Semester III</u>	
09/01/14-09/27/14	Term A Classes Begin
09/01/14	Labor Day
09/02/14	Return
09/29/14-10/25/14	Term B Classes Begin
10/27/14-11/22/14	Term C Classes Begin
11/24/14-12/20/14	Term D Classes Begin
11/27/14-11/30/14	Thanksgiving Break
12/01/14	Return
12/21/14-01/04/15	Holiday Break

Term Calendar 2015

<u>Semester I</u>	
01/01/15	New Year's Day
01/05/15-01/31/15	Term A Classes Begin
01/19/15	Martin Luther King Jr. Day
01/20/15	Return
02/02/15-02/28/15	Term B Classes Begin
02/16/15	President's Day
02/17/15	Return
03/02/15-03/28/15	Term C Classes Begin
03/30/15-04/25/15	Term D Classes Begin
04/03/15-04/06/15	Easter Break
04/07/15	Return
04/26/15-05/03/15	Spring Break

<u>Semester II</u>	
05/04/15-05/30/15	Term A Classes Begin
05/25/15	Memorial Day
05/26/15	Return
06/01/15-06/27/15	Term B Classes Begin

06/29/15-07/25/15	Term C Classes Begin
07/03/15-07/05/15	Independence Day Break
07/06/15	Return
07/27/15-08/22/15	Term D Classes Begin
08/23/15-08/30/15	Summer Break

Semester III

08/31/15-09/26/15	Term A Classes Begin
09/07/15	Labor Day
09/08/15	Return
09/28/15-10/24/15	Term B Classes Begin
10/26/15-11/21/15	Term C Classes Begin
11/23/15-12/19/15	Term D Classes Begin
11/26/15-11/29/15	Thanksgiving Break
11/30/15	Return
12/20/15-01/03/16	Holiday Break

Graduate School Academic Calendar

Term Calendar 2012

Semester I

01/01/12	New Year's Day
01/02/12	New Year's Day observed
01/03/12	Return
01/02/12-04/21/12	Winter Semester
01/02/12-02/25/12	Term A Classes Begin
01/16/12	Martin Luther King Jr. Day
01/17/12	Return
02/20/12	President's Day
02/21/12	Return
02/27/12-04/21/12	Term C Classes Begin
04/22/12-04/29/12	Spring Break

Semester II

04/30/12-08/18/12	Summer Semester
04/30/12-06/23/12	Term A Classes Begin
05/28/12	Memorial Day
05/29/12	Return
06/25/12-08/18/12	Term C Classes Begin
07/04/12	Independence Day
07/05/12	Return
08/19/12-08/26/12	Summer Break

Semester III

08/27/12-12/15/12	Fall Semester
08/27/12-10/20/12	Term A Classes Begin
09/03/12	Labor Day
09/04/12	Return
10/22/12-12/15/12	Term C Classes Begin
11/22/12-11/23/12	Thanksgiving Break
11/28/12	Return
12/16/12-01/06/13	Holiday Break

Term Calendar 2013

Semester I

01/01/13
 1/07/13-04/27/13
 01/07/13-03/2/13
01/21/13
 01/22/13
02/18/13
 02/19/13
 03/04/13-04/27/13
04/28/13-05/05/13

New Year's Day
 Winter Semester
 Term A Classes Begin
Martin Luther King Jr. Day
 Return
President's Day
 Return
 Term C Classes Begin
Spring Break

Semester II

05/30/13-08/24/12
 05/06/13-06/29/13
05/27/13
 05/28/13
 07/01/13-08/24/13
07/04/13
 07/05/13
08/25/13-09/1/13

Summer Semester
 Term A Classes Begin
Memorial Day
 Return
 Term C Classes Begin
Independence Day
 Return
Summer Break

Semester III

09/02/13-12/21/13
 09/02/13-10/26/13
09/02/13
 09/03/13
 10/28/13-12/21/13
11/28/13-11/29/13
 12/02/13
12/22/13-01/05/13

Fall Semester
 Term A Classes Begin
Labor Day
 Return
 Term C Classes Begin
Thanksgiving Break
 Return
Holiday Break

Term Calendar 2014

Semester I

01/1/14
 01/6/14-04/26/14
 01/6/14-03/1/14
01/20/14
02/17/14
 03/3/14-04/26/14
04/18/14-04/21/14
04/27/14-05/4/14

New Year's Day
 Winter Semester
 Term A
Martin Luther King Jr. Day
President's Day
 Term C
Easter Break
Spring Break

Semester II

05/5/14-08/23/14
 05/5/14-06/28/14
05/26/14
 06/30/14-08/23/14
07/4/14
08/24/14-08/31/14

Summer Semester
 Term A
Memorial Day
 Term C
Independence Day
Summer Break

Semester III

09/1/14-12/20/14
 09/1/14-10/25/14
09/1/14
 10/27/14-12/20/14
11/27/14-11/30/14

Fall Semester
 Term A
Labor Day
 Term C
Thanksgiving Break

12/21/14-01/4/15
Term Calendar 2015

Holiday Break

Semester I

01/5/15

New Year's Day

01/5/15-04/25/15

Winter Semester

01/5/15-02/28/15

Term A

01/19/15

Martin Luther King Jr. Day

02/16/15

President's Day

03/2/15-04/25/15

Term C

04/3/15-04/6/15

Easter Break

04/26/15-05/3/15

Spring Break

Semester II

05/4/15-08/22/15

Summer Semester

05/4/15-06/27/15

Term A

05/25/15

Memorial Day

06/29/15-08/22/15

Term C

07/03/15-07/5/15

Independence Day Break

07/06/15

Return

08/23/15-08/30/15

Summer Break

Semester III

08/31/15-12/19/15

Fall Semester

08/31/15-10/24/15

Term A

09/7/15

Labor Day

10/26/15-12/19/15

Term C

11/26/15-11/29/15

Thanksgiving Break

12/20/15-1/3/16

Holiday Break