



ADDENDUM NO. 6

TO

2011-2012

KEISER UNIVERSITY CATALOG

VOLUME 11, NO. 1

Effective July 30, 2012

**KEISER UNIVERSITY
CATALOG ADDENDUM**

TABLE OF CONTENTS

<i>PAGE 12-13, HISTORY</i>	5
<i>PAGE 14, ACCREDITATION</i>	5
<i>PAGE 15, ACCREDITATION</i>	5
<i>PAGE 16, ACCREDITATION (RADIOLOGIC TECHNOLOGY PROGRAM)</i>	6
<i>PAGE 17, MEMBERSHIPS AND APPROVALS</i>	6
<i>PAGE 19, ARTICULATION AGREEMENTS</i>	6
<i>PAGE 29-30, GENERAL ADMISSIONS REQUIREMENTS</i>	6
<i>PAGE 30, PROGRAM-SPECIFIC REQUIREMENTS</i>	7
<i>PAGE 42, FINANCIAL SERVICES</i>	8
<i>PAGE 51, RETURN OF TITLE IV FUNDS (R2T4)</i>	8
<i>PAGE 63, CAMPUS SAFETY</i>	9
<i>PAGE 67-70, PROFESSIONAL BEHAVIOR POLICY</i>	9
<i>PAGE 72, DRUG POLICY</i>	11
<i>PAGE 78, GORDON RULE</i>	11
<i>PAGE 80, UNIVERSITY WITHDRAWAL</i>	11
<i>PAGES 82-83, GRADING</i>	12
<i>PAGES 84-86, SATISFACTORY ACADEMIC PROGRESS</i>	12
<i>PAGE 86, KEISER UNIVERSITY ALLIED HEALTH PROGRAM, SATISFACTORY PROGRESS AND PROGRAM CONTINUATION</i>	13
<i>PAGE 88, ACADEMIC YEAR</i>	16
<i>PAGE 91, REGISTRY AND LICENSURE EXAMINATIONS</i>	16
<i>PAGE 105, DOCTOR OF PHILOSOPHY DEGREES</i>	16
<i>PAGE 106, PH.D. ED LEADERSHIP MAJOR CORE COURSES</i>	16
<i>PAGE 107, ED LEADERSHIP DISSERTATION COURSES</i>	17
<i>PAGE 107, ED LEADERSHIP RESIDENCY REQUIREMENT</i>	17
<i>PAGE 109, MAJOR CORE COURSES, PH.D. INSTRUCTIONAL DESIGN TECHNOLOGY</i>	17
<i>PAGE 109, INSTRUCTIONAL DESIGN RESIDENCY REQUIREMENT</i>	17
<i>PAGE 109, PH.D. IN PSYCHOLOGY PROGRAM DESCRIPTION</i>	17
<i>PAGE 109, BUSINESS ADMINISTRATION, DOCTOR OF PHILOSOPHY DEGREE</i> ..	19
<i>PAGE 112, DBA RESIDENCY REQUIREMENT</i>	21
<i>PAGE 112, PROGRAM DESCRIPTIONS, EDUCATION SPECIALIST DEGREES</i>	22
<i>PAGE 114, MASTER DEGREE PROGRAM DESCRIPTIONS—MASTER OF ACCOUNTANCY</i>	24
<i>PAGE 114, MBA PROGRAM DESCRIPTION</i>	25
<i>PAGE 119, MASTER OF SCIENCE DEGREE PROGRAM DESCRIPTION—MASTER OF SCIENCE IN INFORMATION SECURITY</i>	27
<i>PAGE 119, MASTER OF SCIENCE DEGREE PROGRAM DESCRIPTION—MASTER OF SCIENCE IN MANAGEMENT</i>	28

PAGE 124, MS PSYCHOLOGY PROGRAM DESCRIPTION	29
PAGE 124, GRADUATE BUSINESS CERTIFICATE PROGRAM DESCRIPTIONS	30
PAGE 124, BA ACCOUNTING PROGRAM DESCRIPTION	32
PAGE 125-261, PROGRAM DESCRIPTIONS-GORDON RULE MATH COURSES	34
PAGE 127, BA ACCOUNTING PROGRAM DESCRIPTION--STATISTICS REQUIREMENT	34
PAGE 128, BA BUSINESS ADMINISTRATION PROGRAM DESCRIPTION	34
PAGE 143, BA PSYCHOLOGY PROGRAM DESCRIPTION	34
PAGE 145, BS DIETETICS AND NUTRITION PROGRAM DESCRIPTION	37
PAGE 149, BS ELEMENTARY EDUCATION PROGRAM DESCRIPTION	37
PAGE 152, BS FORENSIC INVESTIGATIONS PROGRAM DESCRIPTION	37
PAGE 179, BS SPORTS MANAGEMENT PROGRAM DESCRIPTION	37
PAGE 184, AA BUSINESS ADMINISTRATION PROGRAM DESCRIPTION	39
PAGE 203, AS COMPUTER PROGRAMMING PROGRAM DESCRIPTION	39
PAGE 208, AS CULINARY ARTS PROGRAM DESCRIPTION	39
PAGE 219, AS GOLF MANAGEMENT PROGRAM DESCRIPTION	41
PAGE 221, AS HEALTH INFORMATION MANAGEMENT PROGRAM DESCRIPTION	41
PAGE 226, AS HISTOTECHNOLOGY PROGRAM DESCRIPTION	43
PAGE 230, AS MASSAGE THERAPY PROGRAM DESCRIPTION	43
PAGE 239-240, AS NURSING PROGRAM DESCRIPTION	44
PAGE 246, AS RADIATION THERAPY PROGRAM DESCRIPTION	44
PAGE 240, PREREQUISITES FOR MAJOR COURSES	46
PAGE 249, AS RADIOLOGIC TECHNOLOGY PROGRAM DESCRIPTION	46
PAGE 251, AS RESPIRATORY THERAPY PROGRAM DESCRIPTION	48
PAGE 260, TECHNOLOGY INTEGRATION MAJOR COURSES PREFIXES	50
PAGE 266, CERTIFICATE PROGRAM DESCRIPTIONS—UPPER DIVISION ACCOUNTING COURSES	50
PAGE 267, CERTIFICATE PROGRAM DESCRIPTIONS—UPPER DIVISION OTHER COURSES	51
PAGE 270, PH.D. ED LEADERSHIP COURSE DESCRIPTIONS	51
PAGE 273-274, PH.D. ED LEADERSHIP RESEARCH COURSES	52
PAGE 274, PH.D. ED LEADERSHIP DISSERTATION COURSES	53
PAGE 277-278, PH.D. INSTRUCTIONAL DESIGN AND TECHNOLOGY RESEARCH COURSES	53
PAGE 282, PH.D. PSYCHOLOGY COURSE DESCRIPTIONS	54
PAGE 282, DOCTOR OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS	59
PAGE 291, EDUCATION SPECIALIST COURSE DESCRIPTIONS	65
PAGE 293, MASTER DEGREE COURSE DESCRIPTIONS—MASTER OF ACCOUNTANCY	68
PAGE 293, COURSE DESCRIPTIONS—MBA	70
PAGE 304, COURSE DESCRIPTIONS—MS INFORMATION SECURITY	76
PAGE 304, MS MANAGEMENT COURSE DESCRIPTIONS	78
PAGE 304, MS PSYCHOLOGY COURSE DESCRIPTIONS	80
PAGE 318, BA ACCOUNTING COURSE DESCRIPTIONS	82
PAGE 345, BA PSYCHOLOGY COURSE DESCRIPTIONS	85

PAGE 353, BS ELEMENTARY EDUCATION COURSE DESCRIPTIONS	88
PAGE 388, BS SPORTS MANAGEMENT COURSE DESCRIPTIONS	88
PAGE 414, AS CULINARY ARTS COURSE DESCRIPTIONS.....	90
PAGE 432, AS HEALTH INFORMATION MANAGEMENT COURSE DESCRIPTIONS	92
PAGE 456, AS RADIATION THERAPY COURSE DESCRIPTIONS	95
PAGE 459, COURSE DESCRIPTIONS-AS RADIOLOGIC TECHNOLOGY	97
PAGE 462, COURSE DESCRIPTIONS-AS RESPIRATORY THERAPY.....	99
PAGE 484-485, COURSE DESCRIPTIONS-GORDON RULE MATH COURSES	101
PAGE 489, ADMISSIONS REQUIREMENTS—DOCTORAL PROGRAMS	101
PAGE 489, REQUIREMENTS FOR PH.D. IN ED LEADERSHIP, INSTRUCTIONAL DESIGN, OR PSYCHOLOGY	102
PAGE 490, DBA ADMISSIONS REQUIREMENTS	103
PAGE 490, EDUCATION SPECIALIST ADMISSION REQUIREMENTS	104
PAGE 492, WAIVER REQUIREMENT FOR MBA 501	104
PAGE 493, GRADUATE ADMISSIONS REQUIREMENTS, MS INFORMATION SECURITY.....	104
PAGE 493, GRADUATE ADMISSIONS REQUIREMENTS, MS MANAGEMENT.....	105
PAGE 493, MS NURSING ADMISSIONS REQUIREMENTS.....	106
PAGE 495, MS PSYCHOLOGY ADMISSIONS REQUIREMENTS	106
PAGE 497, TUITION, FEES, AND OTHER COSTS—GRADUATE SCHOOL	107
PAGE 498, GRADUATE SCHOOL ADMINISTRATIVE POLICIES	107
PAGE 498-500, GRADUATE SATISFACTORY ACADEMIC PROGRESS	112
PAGE 500, GRADUATE SCHOOL, UNIVERSITY WITHDRAWAL	113
PAGE 500, GRADING POLICY—GRADUATE SCHOOL	114
PAGE 501, GRADUATE SCHOOL GRADUATION REQUIREMENTS.....	114
PAGE 502, EDUCATION SPECIALIST GRADUATION REQUIREMENTS	116
PAGE 502, ADDITIONAL REQUIREMENTS--MBA.....	116
PAGE 503, ADDITIONAL REQUIREMENTS – MS MANAGEMENT, MS NURSING. 117	
PAGE 509, ADMINISTRATION, FACULTY, AND STAFF—OFFICE OF THE CHANCELLOR	117
PAGE 526, FT. LAUDERDALE FACULTY—RESPIRATORY THERAPY.....	118

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.5* represents additions, changes and deletions to the 2011-2012 Keiser University Catalog, August 2011 Edition, Volume 11, No. 1, and is effective May 29, 2012

PAGE 12-13, HISTORY

Add the following verbiage:

In 2012, Keiser University attained Level VI recognition from the Commission on Colleges of the Southern Association of Colleges and Schools. Level VI is the highest classification awarded to institutions offering four or more doctorate degrees.

PAGE 14, ACCREDITATION

Replace the third bullet with the following:

- Keiser University's Coordinated Program (CP) in Dietetics and Nutrition at the Daytona Beach, Lakeland, Pembroke Pines and Port St. Lucie campuses is currently granted candidacy for accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext 5400. Students enrolled are considered graduates of an accredited program on successful completion of the program.

Replace the fifth bullet with the following:

- Keiser University's Medical Assisting program, Ft. Lauderdale, Lakeland, Melbourne, Pembroke Pines, Tallahassee, Tampa, and Sarasota campuses are accredited by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503.

PAGE 15, ACCREDITATION

Replace the second bullet 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, MQANursing@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 500, Atlanta, Georgia 30326, 1-866-747-9965 (toll free #), www.nlnac.org.

Replace the Occupational Therapy section with the following:

- Keiser University's Occupational Therapy Assistant program, Ft. Lauderdale, Miami-Kendall, 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 Accreditation Council for Occupational Therapy Education, 4720 Montgomery Lane, or P.O. Box 31220, Bethesda, Maryland 20824-1220, (301) 652-AOTA www.acoteonline.org.

Replace the two Physical Therapist Assistant sections with the following:

- The Physical Therapist Assistant Programs at Keiser University's Fort Lauderdale and Sarasota Campuses are accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax

Street, Alexandria, Virginia 22314; telephone:(703) 706-3245; email:accreditation@apta.org; website: www.capteonline.org.

- Effective November 17, 2010, Keiser University's Jacksonville Campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.
- Effective November 9, 2011, Keiser University's Lakeland Campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Replace the Physician Assistant section with the following:

Keiser University's Physician Assistant program, Fort Lauderdale campus, accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), 12000 Findley Road, Suite 240, Johns Creek, GA 30097, (770) 476-1224, www.arc-pa.org.

PAGE 16, ACCREDITATION (RADIOLOGIC TECHNOLOGY PROGRAM)

Replace this section with the following:

- Keiser University's Radiologic Technology program, Daytona, Ft. Lauderdale, Jacksonville, Lakeland, Melbourne, Miami, and Sarasota campuses, is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, www.jrcert.org.

PAGE 17, MEMBERSHIPS AND APPROVALS

Add the following to the list:

American Society of Radiologists

PAGE 19, ARTICULATION AGREEMENTS

Insert the following new section:

Articulation Agreements

In an effort to make the transition from institutions as effortless as possible, Keiser University maintains articulation agreements with various institutions of higher learning. Please contact the Vice Chancellor of Academic Affairs at the Office of the Chancellor for a current listing.

PAGE 29-30, GENERAL ADMISSIONS REQUIREMENTS

Replace with the following verbiage:

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.

PAGE 30, PROGRAM-SPECIFIC REQUIREMENTS

Amend this paragraph to read as follows:

All candidates must achieve the required entrance examinations scores and all other requirements for admission to specific programs. Scores on the SAT, ACT or ASVAB examinations equivalent to Keiser University's entrance examination may be accepted in lieu of taking the University's examination.

PAGE 34, TRANSFER STUDENTS WITH BACHELOR DEGREES

Replace this paragraph with the following:

Students who possess a Bachelor of Science or Bachelor of Arts degree from a regionally accredited institution and who wish to pursue an additional undergraduate degree will be considered to have met ALL the general education requirements of the University.

PAGE 42, FINANCIAL SERVICES

Insert the following new section above the GENERAL INFORMATION section:

CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law: <http://www.keiseruniversity.edu/heoa/>

PAGE 51, RETURN OF TITLE IV FUNDS (R2T4)

Replace with the following language, adding the section “Order of Return of Title IV Funds”:

Return of Title IV Funds (R2T4)

The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy. As such a student may still owe a balance to the University for unpaid institutional charges. Federal regulations specify how the University must determine the amount of Federal financial aid the student is entitled to have earned when a student withdraws from the University.

The percentage amount of Federal financial aid a student has earned during a payment period is calculated based on the total number of calendar days completed in a payment period divided by the total number of calendar days in the payment period. For students who withdraw during the payment period the school will perform the return calculation on a payment period basis. An academic year is defined as two semesters equivalent to 32 weeks of instruction and at least *24 semester hours. (*12 semester hours for graduate candidate students in dissertation courses)

The amount of assistance earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period, you earn 30% of the FSA assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you may earn all the FSA assistance you were scheduled to receive for that period. Anytime a student begins attendance in at least one course, but does not begin attendance in all the courses he or she was scheduled to attend, regardless of whether the student is a withdrawal or graduate, the institution must review to see if it is necessary to recalculate the student’s eligibility for funding received based on a revised enrollment status and the cost of education.

Order of Return of Title IV Funds

A school must return Title IV funds to the programs from which the student received aid during the payment, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Perkins loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Federal TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a return is required

The Federal Return of Title IV funds does not apply to federal work-study, scholarships, state grants or institutional awards.

PAGE 63, CAMPUS SAFETY

Replace the paragraph above “Annual Security Report” with the following:

Keiser University maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to University administration.

“Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911.”

PAGE 67-70, PROFESSIONAL BEHAVIOR POLICY

Replace this section with the following verbiage:

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 72, DRUG POLICY

Add the following verbiage to the existing policy:

The institution discloses under CFR 86.100 information related to Keiser University's drug prevention program. The Consumer Information located on Keiser University's website provides a description of this program and a security report.

PAGE 78, GORDON RULE

Replace this section with the following:

The State Board of Education Rule 6A-10.30(2), commonly known as the "Gordon Rule," specifies that all state universities require, in all baccalaureate and associate of arts degree programs, completion of twelve (12) semester credit hours of general education coursework in which all students produce sufficient written work to ensure adequate writing skills.

It is a KeiserUniversity policy to comply with this Rule, and courses at Keiser University requires 4,000 written words per course. At KeiserUniversity, Gordon Rule writing courses are as follows:

American and/or English Literature AML1000 or ENL1000 4,000 words/course
 English Composition I and/or II ENC1101 or ENC2102 4,000 words/course
 Introduction to Psychology and/or Sociology PSY1012 or SYG1000 4,000 words/course

Satisfactory completion is a grade of "C" or higher.

PAGE 80, UNIVERSITY WITHDRAWAL

Replace this section with the following policy:

University Withdrawal Policy

When a student withdraws from Keiser University, oral or written notice should be given to the Dean of Academic Affairs or the Campus President by the student, parent or guardian. Such notice should contain the reason for the withdrawal.

The student has a responsibility to notify the University of their intent to withdraw and indicate the date of the withdrawal. If the student plans to return to school, this should be indicated to the Dean of Academic Affairs or the Campus President during this process.

A student who withdraws and does not notify the University of their intent to return must be withdrawn within 14 days of the last date of attendance. In addition, any student who has not attended class within 14 days must be withdrawn.

The above policy will affect the student's grade based on the following:

- Withdrawal prior to 50% completion of the course, a grade of W will be assigned.
- Withdrawal after 50% completion of the course, a grade of F will be assigned.

PAGES 82-83, GRADING

Remove the letter grade “WF” from the Grading Scale.

Add note to Grading Scale as follows:

Students will also be assigned a grade of “F” for withdrawing after attending 50% of a course and not taking the final examination.

PAGES 84-86, SATISFACTORY ACADEMIC PROGRESS

Replace with the following verbiage and relocate this section to page 49 above “Tuition, Fees and Other Costs”

Students at Keiser University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade average of 1.7 after completing his/her first semester at Keiser University. In the event a student does not achieve a 1.7 or greater GPA in his/her first semester, the student will be placed on academic financial aid warning. All students must achieve a minimum grade average of 2.0 for the second semester and must maintain a cumulative grade average of at least 2.0 in order to graduate from Keiser University.

A student whose cumulative grade average falls below 2.0 is placed on academic financial aid warning for the next semester. While on academic financial aid warning, a student remains eligible for Title IV financial aid funds. A student on academic financial aid warning who brings his/her cumulative grade average to 2.0 is removed from academic financial aid warning. A student who earns a 2.0 grade average for a semester without attaining a cumulative 2.0 while on academic financial aid warning is allowed to remain in school. (A student may continue on academic financial aid warning even though his/her cumulative grade average is below 2.0 as long as he/she meets the minimum standards each semester.) While on academic financial aid warning, a student not earning a 2.0 grade point average by the end of the semester is dismissed from Keiser University.

A student who is readmitted after dismissal for failure to meet this qualitative standard is readmitted on academic financial aid warning and is not eligible for Title IV funds until he/she has reestablished a 2.0 cumulative grade average at the end of the returning semester.

The cumulative GPA continues throughout a student's tenure at Keiser University. When a student transfers from one program to another, the student's current cumulative GPA will transfer to the new program and the final calculation will include all courses taken at Keiser University.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet degree requirements are considered in the determination of this 150% normal time frame, although not in computation of grade point average. The normal timeframe is measured in credit hours attempted (rather than semesters) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Keiser University requires students to successfully complete 67% of credit hours attempted the first semester and each semester thereafter. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

A student whose cumulative completion rate falls below 67% at the end of the first semester or any subsequent semester is placed on academic financial aid warning for the next semester. While on academic financial aid warning, a student remains eligible for Title IV financial aid funds.

A student who completes 67% of credit hours attempted in a semester while on academic financial aid warning is allowed to remain in school. A student may continue on academic financial aid warning even though his/her cumulative completion rate is below 67% as long as he/she meets the minimum standards for each semester. A student on academic financial aid warning who brings his/her completion rate to 67% is removed from academic financial aid warning. A student on academic financial aid warning who does not complete 67% of the credits attempted by the end of the semester is dismissed from Keiser University.

A student who has been dismissed may reapply to Keiser University after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

A student who is readmitted after dismissal for failure to meet the quantitative standard is readmitted on academic financial aid warning and is not eligible for Title IV funds until he/she has completed 67% or more of credit hours attempted at the end of the returning semester.

When a student transfers from one program to another, the quantitative SAP of the student is calculated based on credits attempted and earned in the new program, as well as all credits attempted in the current program that are also applicable to the new program. All credits that are transferred from another institution are also included in the quantitative calculation.

Keiser University may use its discretion in waiving its Satisfactory Academic Progress standards in cases where students have mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family member. Students requesting an appeal of Keiser University's Satisfactory Academic Progress standards must submit a written request, with appropriate documentation, to the Associate Vice Chancellor of Academic Affairs. If an appeal is approved, the student is allowed one additional semester to meet required standards and to regain eligibility for Title IV funds.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on academic financial aid warning beyond two consecutive semesters. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 2.0 cumulative grade average.

PAGE 86, KEISER UNIVERSITY ALLIED HEALTH PROGRAM, SATISFACTORY PROGRESS AND PROGRAM CONTINUATION

Replace this section with the following new heading and verbiage:

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 must achieve a minimum cumulative core GPA of 2.50 in the professional courses after completion of the first semester. If the student does not meet the required cumulative GPA of 2.50 for the first core semester, the student will be placed on probation for the second core semester.

At the end of the second core semester all students must achieve a minimum core cumulative GPA of 2.75 to continue in the program or a core semester GPA of 2.75 to continue in the program on probation. Students who do not meet the second semester GPA, either core cumulative GPA or core semester GPA, will be dismissed from the program. A minimum cumulative GPA of 2.75 is required for subsequent semesters in order to continue in the program.

A student who has been dismissed from the program for failure to maintain a cumulative GPA of at least 2.75 will be offered a one-time opportunity to re-start the program in a probationary status 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.

Students reentering from dismissal who do not meet the minimum cumulative core GPA requirement of 2.50 for the first semester and/or cumulative core GPA of 2.75 for the second semester may continue on probation for one additional semester even though their core cumulative GPA is below 2.75 provided he/she meets the minimum semester GPA of 2.75. Students must meet a cumulative core GPA of 2.75 for all subsequent core semesters in order to continue in the program. Students who do not meet the 2.75 cumulative core GPA requirement for subsequent core semesters will be permanently dismissed from the program.

For the purposes of this policy, a core semester is defined as the completion of four consecutive core classes (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 ENC1001 prior to entering the program core component.*

***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 88, ACADEMIC YEAR

Insert this new section at top of page including the following verbiage:

ACADEMIC YEAR

An academic year is defined as two semesters equivalent to 32 weeks of instruction and at least *24 semester hours.

**12 semester hours for graduate candidate students in dissertation courses*

PAGE 91, REGISTRY AND LICENSURE EXAMINATIONS

Add the following verbiage:

Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Keiser University Catalog.

PAGE 105, DOCTOR OF PHILOSOPHY DEGREES

Change heading to “DOCTORAL DEGREES”

PAGE 106, PH.D. ED LEADERSHIP MAJOR CORE COURSES

Make the following substitutions:

Doctor of Philosophy in Educational Leadership Major Core Courses (60.0 credit hours)

Foundation Courses (15.0 credit hours)

EDU710	Ethical and Legal Issues in Education/ Leadership	3.0 credit hours
EDU712	Policy, Politics, and Community Relations	3.0 credit hours
IDT721	Leading Technology Innovation	3.0 credit hours
EDU730	Funding of Educational Institutions	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours

Leadership Core Courses (12.0 credit hours)

EDL750	Leadership: Theory and Management	3.0 credit hours
EDL751	Leadership: Assessment and Program Evaluation	3.0 credit hours
EDL752	Leadership: Reform and Innovation	3.0 credit hours
EDL753	Leadership: Human Resources and Professiona Development	3.0 credit hours

Elective Courses (6.0 credits required)

IDT722	Management of Distance Education	3.0 credit hours
IDT720	Designing Training and Performance Solutions	3.0 credit hours
EDU741	Differentiated Instruction	3.0 credit hours
EDU742	Classroom Management	3.0 credit hours

Research Courses (15.0 credit hours)

RSM700	Quantitative Research I	3.0 credit hours
--------	-------------------------	------------------

RSM800	Quantitative Research II (Prerequisite RSM700)	3.0 credit hours
RSM810	Qualitative Research	3.0 credit hours
RSM811	Mixed Methods (Prerequisites: RSM700, RSM800, and RSM810)	3.0 credit hours
*RSM820	Advanced Research: Pre-Proposal and Literature Review (Prerequisites: RSM700, RSM800, and RSM810)	3.0 credit hours

***RSM820 is scheduled as the last course and is not scheduled with any other course.**

PAGE 107, ED LEADERSHIP DISSERTATION COURSES

Replace this section with the following:

Dissertation Courses (12.0 credit hours)

Students must be admitted to candidacy before enrolling in Dissertation Courses.

EDR900	Dissertation	1.5 credit hours
--------	--------------	------------------

PAGE 107, ED LEADERSHIP RESIDENCY REQUIREMENT

Insert the following below Dissertation Courses:

Residency Requirement

Doctoral students must complete two residencies, one in the first year of the program; the second prior to taking EDR820.

DOPR	Doctor of Philosophy Residency One
DOPR2	Doctor of Philosophy Residency Two

PAGE 109, MAJOR CORE COURSES, PH.D. INSTRUCTIONAL DESIGN TECHNOLOGY

Replace the section “Research Courses” with the following:

Research Courses (15.0 credit hours)

RSM700	Quantitative Research I	3.0 credit hours
RSM800	Quantitative Research II (Prerequisite RSM700)	3.0 credit hours
RSM810	Qualitative Research	3.0 credit hours
RSM811	Mixed Methods (Prerequisites: RSM700, RSM800, and RSM810)	3.0 credit hours
*RSM820	Advanced Research: Pre-Proposal and Literature Review (Prerequisites: RSM700, RSM800, and RSM810)	3.0 credit hours

***RSM820 is scheduled as the last course and is not scheduled with any other course.**

PAGE 109, INSTRUCTIONAL DESIGN RESIDENCY REQUIREMENT

Insert the following below Dissertation Courses:

Residency Requirement

Doctoral students must complete two residencies, one in the first year of the program; the second prior to taking EDR820.

DOPR	Doctor of Philosophy Residency One
DOPR2	Doctor of Philosophy Residency Two

PAGE 109, PH.D. IN PSYCHOLOGY PROGRAM DESCRIPTION

Insert the following after Instructional Design Technology Dissertation Courses:

PSYCHOLOGY

Doctor of Philosophy Degree

Program Description

The Doctor of Philosophy in Psychology degree is a research based program focused on career advancement in teaching, consulting, administration, or institutional research. The program prepares innovative scholars, researchers, and educators to contribute to the body of knowledge through intensive study in the field of psychology. The program, culminating in a dissertation, builds the foundation for theoretically grounded research and development of knowledge in the study and application of personality, motivation, learning, emotion, and behavior.

Program Objectives

Keiser University's Doctor of Philosophy in Psychology program enables students to contribute to the profession through independent learning, scholarship, and research. Upon completion of this program, students are able to:

- Develop an advanced understanding of general psychological principals and theories to include personality, motivation, learning, emotion, and behavior.
- Appreciate diversity in individuals and the global community, demonstrated through application of ethical problems solving at the individual, social, and organizational levels in the field of psychology.
- Evaluate educational and social services program designs to include program evaluation, curriculum development, and assessment strategies.
- Apply principles of effective research methods, evaluating problems, developing research strategies, designing and conducting psychological research, interpreting and evaluating research data, and formulating grounded conclusions to add to the body of knowledge.

Prerequisites for Major Courses

- Path One: Students may enter the Ph.D. in Psychology with a Master's degree from an accredited institution
- Path Two: Students may enter the Ph.D. in Psychology with a Baccalaureate degree from an accredited institution. Students with a baccalaureate degree complete an additional 18 graduate semester hours of course work, to include a thesis.

NOTE: Courses in the PhD program are eight-weeks in length and students are scheduled for one or two courses concurrently. Dissertation courses are eight-weeks in length and students are scheduled for two dissertation courses per semester.

Program Outline

To receive a Doctor of Philosophy in Psychology degree, students with a Master's degree must earn 60 graduate semester credit hours. Students with a Bachelor's degree must complete an additional 18 graduate semester credit hours and complete a thesis to receive their Master's degree while enrolled in the Ph.D. in Psychology. Fifty-four of the program hours (for students entering with a Master's degree) must be completed through Keiser University. Seventy-two of the program hours (for students entering with a Baccalaureate degree) must be completed through Keiser University. Program requirements are as follows:

Doctor of Philosophy in Psychology Major Core Courses (60.0 – 78.0 credit hours)

Prerequisite Courses (18.0 credit hours, for students without a Master's degree)

PSY502	History and Systems of Psychology	3.0 credit hours
PSY532	Health Psychology	3.0 credit hours
PSY542	Psychopathology	3.0 credit hours
PSY562	Evolutionary Psychology	3.0 credit hours
PSY690	Master's Thesis, Part I (Prerequisite: PSY701, RSM700, RSM812)	3.0 credit hours
PSY699	Master's Thesis, Part II (Prerequisite: PSY502, PSY532, PSY542, PSY562, PSY730, PSY760, PSY770, PSY690)	3.0 credit hours

PSY699 is taken after 33 graduate semester hours have been completed, and must be taken alone.

Foundation Courses (21.0credit hours)

PSY701	Research, Ethics, and Scholarly Writing (Program prerequisite course)	3.0 credit hours
PSY710	Cognitive & Affective Basis of Behavior	3.0 credit hours
PSY720	Behavioral Neuroscience	3.0 credit hours
PSY730	Human Development	3.0 credit hours
PSY750	Theories of Learning and Motivation	3.0 credit hours
PSY760	Sociocultural Basis of Behavior	3.0 credit hours
PSY770	Cross-Cultural Methods of Tests and Measurements	3.0 credit hours

Research Courses (15.0credit hours)

RSM700	Quantitative Research I	3.0 credit hours
RSM800	Quantitative Research II (Prerequisite RSM700)	3.0 credit hours
RSM810	Qualitative Research	3.0 credit hours
RSM812	Research Theory, Design, and Methods (Prerequisite: RSM700)	3.0 credit hours
RSM820	Advanced Research: Pre-Proposal and Literature Review (Prerequisite RSM700, RSM800, RSM810 and RSM812)	3.0 credit hours

RSM820 is scheduled as the last course and is not scheduled with any other course.

Ph.D. Elective Track Courses (In addition to above courses, students must also complete courses in one elective track)

Teaching Elective Track (12.0credit hours)

PSY780	Educational Psychology	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours
EDL751	Leadership: Assessment and Program Evaluation	3.0 credit hours
EPY816	Advanced Seminar in Teaching Psychology (Prerequisites: PSY750, PSY770, PSY780, EDU740, and EDL751)	3.0 credit hours

Research Elective Track (12.0credit hours)

RSM813	Advanced Experimental Design in Psychology	3.0 credit hours
RSM814	Policy Analysis	3.0 credit hours
RSM815	Psychometrics	3.0 credit hours
RSM816	Program Evaluation (project focused) (Prerequisites: RSM 700, RSM800, RSM 810, RSM812, RSM813, RSM814, and RSM815)	3.0 credit hours

Dissertation Courses (12.0 credit hours)

Students must be admitted to candidacy before enrolling in Dissertation Courses.

Students must complete eight DSS900 courses.

DSS900	Dissertation	1.5 credit hours
--------	--------------	------------------

DSS900 is not scheduled with any other course.

PAGE 109, BUSINESS ADMINISTRATION, DOCTOR OF PHILOSOPHY DEGREE

Change subheading to “Doctor of Business Administration Degree”.

Replace this section with the following:

Program Description

The Doctor of Business Administration Degree provides experienced business professionals and future members of academia with the skills to apply business/management theories, methods, and research to dynamically improve the organizations and communities they serve. The program emphasizes the development of new knowledge through both theory and applied research for application in the global environment. The Doctor of Business Administration degree program promotes advanced decision-making and leadership skills, lifelong learning, ethical and informed decision-making, effective communication, sustainability, and the use of information technologies in the global business management environment. Doctoral students specialize in one of three areas. These include: Marketing, Global Organizational Leadership, and Global Business.

Program Objectives

Keiser University's Doctor of Business Administration degree program enables students to contribute to the business profession and the businesseducational profession through independent learning, scholarship, and research. At the conclusion of the program, doctoral students will:

- Apply and evaluate effective leadership and decision-making practices at complex, multifaceted, and global organizations
- Formulate and disseminate organizational goals and strategies with data through versatile information systems
- Have the ability to prepare and evaluate ethical informed business decisions using advanced research methods, and communicate effectively at various organizational levels, in a global business environment
- Be educated to enhance their awareness and improve their ability to meet the opportunities and challenges in the global business environment
- Be prepared to contribute to the body of knowledge as part of the research community for application in the global business environment
- Be prepared for careers as university researchers and teachers or for senior positions in business or government

Prerequisites for Core Courses

- Master degree in business administration, management, public or non-profit management, or related field that demonstrates exposure to managerial functions from an accredited institution and (2) two years of full-time managerial or professional experience; or Master degree from an accredited institution and at least (3) three graduate credit hours or (6) six undergraduate credits hour in each of the following: accounting, finance, and economics, and three years and preferably (5) five years of full-time managerial or professional experience.

NOTE: Courses in the DBA program are eight-weeks in length and students are scheduled for one or two courses concurrently. Dissertation courses are eight-weeks in length.

Program Outline

Students are required to select one of the three specializations. Students take seven core courses for 21 credit hours (common to all specializations), 9 credit hours in research, 18 credit hours in their respective specialization, and 12 hours in the dissertation.

To receive a Doctor of Business Administration degree, students must earn 60 graduate semester credit hours. Fifty-four of the program hours must be completed through KeiserUniversity. Program requirements are as follows:

Doctor of Business Administration Major Core Courses (60.0 credit hours)

Core Courses (21.0credit hours)

DBA700	Foundations in Business Research Writing (prerequisite)	3.0 credit hours
DBA710	Management and Leadership Approaches	3.0 credit hours

DBA720	Global Business	3.0 credit hours
DBA730	The Global Economy	3.0 credit hours
DBA740	Financial Theory and Policy	3.0 credit hours
DBA750	Marketing Management	3.0 credit hours
DBA760	Strategic Decision Making for Managers	3.0 credit hours

Research Courses (9.0credit hours)

DBR800	Methods and Analysis of Quantitative Research	3.0 credit hours
DBR810	Methods and Analysis of Qualitative Research	3.0 credit hours
DBR811	Mixed Methods	3.0 credit hours

Marketing Specialization (18.0credit hours)

MKT851	Emerging Issues in Marketing	3.0 credit hours
MKT852	Seminar in Global Marketing	3.0 credit hours
MKT853	Seminar in Marketing Models and Theory	3.0 credit hours
MKT854	Consumer Behavior Theory and Practice	3.0 credit hours
MKT855	Strategic Service Marketing	3.0 credit hours
MKT856	Seminar in Research Analysis for Marketing Decisions	3.0 credit hours

Global Organizational Leadership Specialization (18.0credit hours)

LDR811	In-Depth Exploration of Organizational Behavior	3.0 credit hours
LDR812	Analysis of Management History, Theory, and Leadership I	3.0 credit hours
LDR813	Leading in the 21 st Century	3.0 credit hours
LDR814	Transformational Leadership	3.0 credit hours
LDR815	Emerging Leadership Practices	3.0 credit hours
LDR816	Analysis of Management History, Theory, and Leadership II	3.0 credit hours

Global Business Specialization (18.0credit hours)

INB821	Cross Cultural Management & Negotiations	3.0 credit hours
INB822	Global Finance Management	3.0 credit hours
INB823	Global Strategic Management	3.0 credit hours
INB824	Global Business and Technology	3.0 credit hours
INB825	Global Supply Chain Management	3.0 credit hours
INB826	Advanced Topics in Global Management	3.0 credit hours

Dissertation Courses (12.0credit hours)

Students must be admitted to candidacy before enrolling in Dissertation Courses

DISS901	Dissertation	3.0 credit hours
DISS905	Continuing Dissertation Services II	1.5 credit hours

The following courses are not scheduled with any other course:

DBA760	Strategic Decision Making for Managers (This course is taken as the final core course)
DISS901	Dissertation

PAGE 112, DBA RESIDENCY REQUIREMENT

Insert the following after Dissertation Courses:

Residency Requirement

Doctoral students must complete two residencies, one in the first year of the program; the second prior to taking EDR820.

DOPR	Doctor of Philosophy Residency One
DOPR2	Doctor of Philosophy Residency Two

PAGE 112, PROGRAM DESCRIPTIONS, EDUCATION SPECIALIST DEGREES

Insert this section before “MASTER OF ARTS DEGREE”:

EDUCATIONAL LEADERSHIP**Education Specialist Degree****Program Description**

Keiser University’s Education Specialist degree in Educational Leadership prepares reflective scholars and capable professionals who apply theory and method to dynamically improve schools under their leadership and, ultimately, the communities they serve. The program fosters lifelong learning and values leadership, ethical and informed decision-making, diversity, program evaluation, effective communication, and technology.

Program Objectives

Keiser University’s Education Specialist degree in Educational Leadership program enables students to contribute to the education profession through independent learning, scholarship, and research. Upon completion of this program, students are able to:

- Apply leadership theory and ethical, reflective decision-making to manage and administer schools and school systems.
- Evaluate and apply best practices in instruction using effective teaching practices, emerging technologies, and assessment techniques to achieve optimal educational outcomes.
- Create a shared vision of a learning culture by understanding and responding to the political, social, economic, legal and cultural environment.
- Respond to diverse communities of interest to create a safe, efficient, and effective learning environment.
- Continue to renew and develop expertise in the field of leadership demonstrated by effective written, spoken, and digital communication.

Prerequisites for Major Courses

- Master degree from an accredited institution

NOTE: Courses in the Education Specialist program are eight-weeks in length and students are scheduled for one or two courses concurrently.

Program Outline

To receive an Education Specialist degree, students must earn 30 graduate semester hours. Twenty-four of the program hours must be completed through Keiser University. Students must pass a Comprehensive Examination at the completion of coursework. Program requirements are as follows:

Educational Specialist in Educational Leadership Major Core Courses (30.0 credit hours)**Foundation Courses (18.0 Credit Hours)**

EDU712	Policy, Politics, and Community Relations	3.0 credit hours
EDU710	Ethical and Legal Issues in Education/Leadership	3.0 credit hours
IDT720	Designing Training and Performance Solutions	3.0 credit hours
IDT721	Leading Technologies Innovation	3.0 credit hours
EDU730	Funding of Educational Institutions	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours

Leadership Core (12.0 Credit Hours)

EDL750	Leadership: Theory and Management	3.0 credit hours
EDL751	Leadership: Assessment and Program Evaluation	3.0 credit hours

EDL752	Leadership: Reform and Innovation	3.0 credit hours
EDL753	Leadership: Human Resources and Professional Development	3.0 credit hours

Comprehensive Examination

Passing Score

INSTRUCTIONAL DESIGN AND TECHNOLOGY

Education Specialist Degree

Program Description

Keiser University's Education Specialist degree in Instructional Design and Technology prepares reflective scholars and capable professionals who apply instructional systems design, theory, tools, and technologies to achieve desired educational and training outcomes in various settings. The program fosters lifelong learning and values leadership, ethical and informed decision-making, diversity, assessment, program evaluation, effective communication, and technology.

Program Objectives

Keiser University's Education Specialist degree in Instructional Design and Technology program enables students to contribute to the education and training profession through independent learning, scholarship, and research. Upon completion of this program, students are able to:

- Create a shared vision of a learning culture by understanding and responding to the political, social, economic, legal and cultural environment.
- Respond to diverse communities of interest to create a safe, efficient, and effective learning environment.
- Continue to renew and develop expertise in the field of instructional design technologies demonstrated by effective written, spoken, and digital communication.
- Evaluate and apply current practices in course, program, and training development using effective instructional design and models supporting technology-based learning in various instructional situations.
- Evaluate and assess a range of technology-based learning models and integrate the use of effective technologies in supporting learner success.
- Explore and extrapolate implications in the advancement of future technologies in education and training on a global basis.
- Apply the skills and knowledge required in the use of multimedia applications in the development of training and learning activities.

Prerequisites for Major Courses

- Master degree from an accredited institution.

NOTE: Courses in the Education Specialist program are eight-weeks in length and students are scheduled for one or two courses concurrently.

Program Outline

To receive an Education Specialist degree, students must earn 30 graduate semester hours. Twenty-four of the program hours must be completed through Keiser University. Students must pass a Comprehensive Examination at the completion of coursework. Program requirements are as follows:

Education Specialist in Instructional Design Technology Major Core Courses (30.0 credit hours)

Foundation Courses (18.0credit hours)

EDU710	Ethical and Legal Issues in Education/Leadership	3.0 credit hours
EDU712	Policy, Politics, and Community Relations	3.0 credit hours
EDU730	Funding of Educational Institutions	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours

IDT720	Designing Training and Performance Solutions	3.0 credit hours
IDT721	Leading Technology Innovation	3.0 credit hours
Instructional Design Technology Core Courses (12.0credit hours)		
IDT723	Instructional Design Theory	3.0 credit hours
IDT724	Analysis and Design of Technology- Based Learning Models	3.0 credit hours
IDT725	Instructional Multimedia	3.0 credit hours
IDT726	Current Issues in Instructional Technology	3.0 credit hours
Comprehensive Examination		Passing Score

PAGE114, MASTER DEGREE PROGRAM DESCRIPTIONS—MASTER OF ACCOUNTANCY

Insert the following before MASTER OF BUSINESS ADMINISTRATION DEGREES:

MASTER OF ACCOUNTANCY

GENERAL ACCOUNTING CONCENTRATION
FORENSIC ACCOUNTING CONCENTRATION

Program Description

Keiser University's Master of Accountancy degree was developed with professional certification in mind, focusing on the theories and practices of accounting. The program prepares accounting professionals to demonstrate an understanding of accounting responsibilities, ethical standards related to business and the accounting profession, and the role accounting plays in business organizations and society. The intensive graduate program fosters independent learning and enables students to contribute intellectually to the accounting profession. Students specialize in one of two areas: General Accounting or Forensic Accounting.

Program Objectives

KeiserUniversity's Master of Accountancy enables students to contribute to the accounting profession through independent learning, scholarship, and research. Upon completion of this program, students are able to:

- Apply accounting theory, practice, and professional ethical behavior to make informed decisions in their profession
- Evaluate and apply generally accepted accounting principles and practices using emerging technologies
- Create a shared vision of an accounting culture by understanding and responding to the needs of business and society in a global environment.
- Effectively apply accounting expertise to the disclosure of accounting information needed by internal and external decision-makers
- Continue to renew and develop expertise in the field of accounting up to and including professional certification

Program Prerequisites

- Baccalaureate degree from an accredited institution in accounting, business or a related discipline.
- ACG 5075 is required if a student does not have an undergraduate degree in accounting.

Program Outline

Students are required to select one of two major concentrations.**NOTE:** Courses in the Master of Accountancy program are each eight-weeks in length, and students are normally scheduled for two courses concurrently.

To receive a Master of Accountancy degree, students must earn 36 graduate level credit hours. Thirty of the program hours must be completed through KeiserUniversity. Program requirements are as follows:

Master of Accountancy Major Core Courses (24.0 credit hours)

ACG5135	Advanced Accounting Theory	3.0 credit hours
ACG5255	Advanced International Accounting Concepts	3.0 credit hours
ACG5835	Ethical Issues in Accounting	3.0 credit hours
ACG6138	Advanced Financial Reporting and Accounting Concepts	3.0 credit hours
ACG6635	Advanced Auditing Theory and Applications	3.0 credit hours
ACG6808	Contemporary Issues in Accounting	3.0 credit hours
ACG6816	Professional Accounting Research	3.0 credit hours
TAX6877	Special Topics in Taxation	3.0 credit hours

General Accounting Concentration (12.0 credit hours)

ACG6367	Advanced Cost/Managerial Accounting	3.0 credit hours
ACG6505	Advanced Governmental and Fund Accounting	3.0 credit hours
ACG6625	Advanced Accounting Information Systems	3.0 credit hours
BUL6831	Advanced Contract and UCC Law	3.0 credit hours

Forensic Accounting Concentration (12.0 credit hours)

ACG6685	Fraud Examination Concepts	3.0 credit hours
ACG6686	Contemporary Issues in Fraud Examination	3.0 credit hours
ACG6687	Fraud Examination Conduct and Procedures	3.0 credit hours
ACG6688	Fraud Examination and the Legal Environment	3.0 credit hours

PAGE 114, MBA PROGRAM DESCRIPTION

Replace the program description with the following:

MASTER OF BUSINESS ADMINISTRATION DEGREES

ACCOUNTING CONCENTRATION

HEALTH SERVICES MANAGEMENT CONCENTRATION

INFORMATION SECURITY MANAGEMENT

INTERNATIONAL BUSINESS CONCENTRATION

LEADERSHIP FOR MANAGERS CONCENTRATION

MARKETING CONCENTRATION

Program Description

Keiser University's Master of Business Administration offers an intensive graduate program that educates students in theories and practices of the modern business world. The MBA program fosters independent learning and enables students to contribute intellectually to the business profession.

Students specialize in one of six areas: Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing. In addition, MBA students complete general coursework in valuable areas such as accounting, finance, management, marketing and business research methods. Graduates demonstrate a conceptual understanding of advanced business strategies and critically analyze and solve problems based on applied research methods.

Program Purpose and Mission:

Keiser University's Master of Business Administration degree program is designed to provide career focused students with the knowledge, theory, and practice of the modern business world to enhance decision making and careers. This is done by developing the student's administrative and competency skills necessary to effectively lead organizations in the 21st century. The MBA program provides students with knowledge of functional areas, professional communication skills, the business environment, technical skills, and interactive areas of accounting, marketing, finance, leadership, legal/ethics, international business, information systems, quantitative methods and economics.

The MBA program fosters independent learning and enables graduates to contribute intellectually to the business profession by demonstrating a conceptual understanding of advanced business strategies, and critically analyzing and solving problems based on applied research methods. Students specialize in one of five areas: Accounting, health services management, information security management, international business, leadership for managers, or marketing. Students demonstrate acquired knowledge by successfully completing the capstone course. The capstone is a research project that integrates knowledge gained from all courses in the program by developing a business plan to either launch a Fortune 500 company or to solve Fortune 500 company problems.

Program Objectives

Keiser University's MBA program enables students to contribute to the business profession and fosters independent learning. Upon completion of this program, students are able to:

- Evaluate an organization's financial position through financial statement analysis and/or forecasting
- Summarize and discuss the ethical and legal responsibilities of organizations.
- Apply selected methods of quantitative analysis to enhance business decisions.
- Compare economic environments and markets and their impact on business
- Through a conceptual understanding, apply managerial leadership skills, marketing strategies and/or international business concepts, theory, and research to critically analyze and solve problems in unpredictable environments
- Student demonstrates professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Masters of Business Administration Major Core Courses (30.0 credit hours)

AGC501	Survey of Accounting	3.0 credit hours
ACG5075	Accounting for Decision Making	3.0 credit hours
FIN521	Financial Management	3.0 credit hours
MKT531	Marketing Management	3.0 credit hours
MAN542	Business Research Methods	3.0 credit hours
MAN551	International Business	3.0 credit hours
MAN562	Business Information Systems	3.0 credit hours
MAN571	Organizational Behavior (co-requisite course)	3.0 credit hours
MAN573	Project Management	3.0 credit hours
ECO581	Managerial Economics	3.0 credit hours

Graduate-level Business Administration courses listed above must be successfully completed before concentration courses are undertaken. Students may take their last core course concurrently with their first concentration course.

Accounting Concentration (15.0 credit hours)

ACG6138	Advanced Financial Reporting and Accounting Concepts	3.0 credit hours
ACG6635	Advanced Auditing Theory and Applications	3.0 credit hours

ACG6808	Contemporary Issues in Accounting	3.0 credit hours
TAX6877	Special Topics in Taxation	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Health Services Management Concentration (12.0 credit hours)

HSM692	Strategic Management of Health Services Organizations	3.0 credit hours
HSM691	Quality Management in Health Care	3.0 credit hours
HSM693	Corporate Compliance in Health Care	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Information Security Management Concentration (12.0 credit hours)

ISM661	Virtual Systems in a Global Economy	3.0 credit hours
ISM662	Information Security Management	3.0 credit hours
ISM633	Business Intelligence Systems	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

International Business Concentration (12.0 credit hours)

ECO651	International Trade	3.0 credit hours
MKT652	International Marketing Management	3.0 credit hours
FIN653	International Financial Management	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Leadership for Managers Concentration (12.0 credit hours)

MAN671	Leadership Development	3.0 credit hour
MAN672	Human Resource Management	3.0 credit hours
MAN673	Organizational Change	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Marketing Concentration (12.0 credit hours)

MKT632	Marketing Research Methods	3.0 credit hours
MKT633	Promotional Strategy	3.0 credit hours
MKT634	Advanced Consumer Behavior	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Master of Business Administration Degree (offered in Spanish language)

Concentrations in Leadership for Managers, and International Business
For program information in Spanish, please refer to the Spanish edition of this catalog.

Master of Business Administration Degree (offered in Mandarin language)

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

PAGE 119, MASTER OF SCIENCE DEGREE PROGRAM DESCRIPTION—MASTER OF SCIENCE IN INFORMATION SECURITY

Insert the following BEFORE the entry for MS Nursing:

INFORMATION SECURITY

Master of Science Degree

Program Description

Keiser University's Master of Science in Information Security offers an intensive graduate program that provides information technology professionals with theoretical and practical knowledge in security concepts such as access control, secure application development, business continuity planning, cryptography, e-commerce

regulations, operational, physical, architectural security, telecommunications and network security. This curriculum will prepare students for careers as a Chief Information Officer, Chief Security Officer, and network forensic specialist. Upon completion of the program graduate students should be able to take the widely recognized Certified Information Systems Security Professional (CISSP) exam. Additionally, this program will meet the requirements of the National Security Agency (NSA) Committee on National Security Systems (CNSS) curriculum mandated by the Department of Defense for government employees involved in information security.

Program Objectives

Keiser University's Master of Science in Information Security program enables students to contribute to the Information Technology profession through independent learning, scholarship, and research. At the conclusion of the program, master's students will be able to:

- Manage the use of information security methodologies in the practice of information assurance.
- Evaluate comprehensive and relevant information security system hardware and software.
- Assess the security needs of an enterprise information system and its applications to maintain the confidentiality, integrity and availability of digital data.
- Plan the use of network security using current cryptographic and access control technologies.
- Create information security policies and disaster recovery procedures that conform to moral, legal and ethical standards.

Program Outline

To receive a Master of Science in Information Security degree, students must earn 36.0 graduate semester credit hours. Transfer of graduate credits will be evaluated on a case by case basis. Thirty program hours must be completed through Keiser University. Program requirements are as follows:

Master of Science in Information Security Courses (36.0 credit hours)

Required Major Core Courses (30.0 credit hours)

ISS500	Operating Systems and Application Support	3.0 credit hours
ISS510	Enterprise Information Systems and Networks	3.0 credit hours
ISS520	Database Systems and Security	3.0 credit hours
ISS550	Software Engineering	3.0 credit hours
ISS630	Secure Client-Server Computing	3.0 credit hours
ISS640	Cryptography	3.0 credit hours
ISS660	Wireless Infrastructure and Security	3.0 credit hours
ISS670	Advanced Network Security	3.0 credit hours
ISS680	Intrusion Detection and Prevention Systems	3.0 credit hours
ISS690	Capstone Project Information Security	3.0 credit hours

Electives (6.0 credit hours)

ISS655	Global E-Commerce and Privacy Assurance	3.0 credit hours
ISS675	Survey of Computer Languages	3.0 credit hours
ISS685	E-Discovery, Network and Computer Forensics	3.0 credit hours
ISS695	Risk Analysis and Vulnerability Assessment	3.0 credit hours

PAGE 119, MASTER OF SCIENCE DEGREE PROGRAM DESCRIPTION—MASTER OF SCIENCE IN MANAGEMENT

Insert the following after the entry for MS Information Security and before the entry for MS Nursing:

MANAGEMENT

Master of Science Degree

Program Description

Keiser University's Master of Science in Management (MSMan) program is a 33 semester credit program that prepares students to compete in the current leadership and management environment. It is designed for students who want to develop the leadership skills to manage and lead employees in organizations and for professionals who want to assume greater management responsibilities within their organizations. The program emphasizes leadership skills, strategic planning and implementation, the human resources aspect of management, managerial communication and how to develop other leaders within the organization.

Program Objectives

Keiser University's Master of Science in Management (MS Man) program enables students to contribute to the management profession and fosters independent learning. Upon completion of this program, students are able to:

- Demonstrate the ability to manage projects, strategic planning, management and implementation required by the organization
- Demonstrate proficiency in managing and enhancing people skills in organizations
- Demonstrate the ability to align organizational resources to lead effectively
- Demonstrate an ability to effectively make and implement decisions
- Demonstrate assessment skills by leading, evaluating and promoting personnel
- Demonstrate professionalism as a manager within the organization through communication and leadership skills

Program Outline

Students take 11 major courses for 33 graduate credit hours. **NOTE:** Courses in the MS Man program are each eight-weeks in length, and students are normally scheduled for two courses concurrently.

To receive a Master of Science in Management degree, students must earn 33 graduate level credit hours. Twenty-seven of the program hours must be completed through Keiser University. Program requirements are as follows:

Master of Science in Management Major Core Courses (33.0 credit hours)

MAN562	Business Information Systems	3.0 credit hours
MAN571	Organizational Behavior (co-requisite course)	3.0 credit hours
MAN573	Project Management	3.0 credit hours
MAN574	Managerial Communications	3.0 credit hours
MAN583	Strategic Planning and Implementation	3.0 credit hours
MAN671	Leadership Development	3.0 credit hour
MAN672	Human Resource Management	3.0 credit hours
MAN673	Organizational Change	3.0 credit hours
MAN674	Global Human Resources Management	3.0 credit hours
MAN675	Global Law and Employee Relations	3.0 credit hours
MAN690	Program Capstone Class	3.0 credit hours

PAGE 124, MS PSYCHOLOGY PROGRAM DESCRIPTION

Insert the following AFTER the MPA Program Description and BEFORE the Graduate Business Certificate Program Descriptions:

PSYCHOLOGY

Master of Science Degree

Program Description

The Master of Science in Psychology degree is a research based program focused on career advancement in teaching, consulting, or administration. This program leads to entry into the Ph.D. program. However, students may choose to

complete only the Master of Science degree. The program culminates in a master's thesis, which builds upon the foundation of information learned in the coursework. Graduates demonstrate a conceptual understanding of advanced psychology and contribute intellectually to the field.

Program Objectives

Keiser University's Master of Science in Psychology program enables students to contribute to the profession through independent learning, scholarship, and research. Upon completion of this program, students are able to:

- Develop an understanding of general psychological principals and theories to include evolutionary psychology, psychopathology, human development, health psychology, and tests and measures.
- Appreciate diversity in individuals demonstrated through application of multicultural methods of research and understanding of psychological principles.
- Utilize research methods to interpret and evaluate research data.

Prerequisites for Major Courses

- Bachelor's degree from an accredited institution.

NOTE: Courses in the Master program are eight-weeks in length and students are scheduled for one or two courses concurrently. Master's Thesis courses are eight-weeks in length.

Program Outline

To receive a Master of Science in Psychology degree, students must complete 36 graduate semester credit hours. Students may continue in the Doctor of Philosophy in Psychology program. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

Master of Science in Psychology Major Core Courses (36.0 credit hours)

PSY502	History and Systems of Psychology	3.0 credit hours
PSY532	Health Psychology	3.0 credit hours
PSY542	Psychopathology	3.0 credit hours
PSY562	Evolutionary Psychology	3.0 credit hours
PSY690	Master's Thesis, Part I	3.0 credit hours
	(Prerequisite: PSY701, RSM700, RSM812)	
PSY699	Master's Thesis, Part II	3.0 credit hours
	(Prerequisite: PSY502, PSY532, PSY542, PSY562, PSY730, PSY760, PSY770, PSY690)	
	PSY699 is taken after 33 graduate semester hours have been completed, and must be taken alone.	
PSY701	Research, Ethics, and Scholarly Writing	3.0 credit hours
	(Program prerequisite course-taken alone)	
PSY730	Human Development	3.0 credit hours
PSY760	Sociocultural Basis of Behavior	3.0 credit hours
PSY770	Cross-Cultural Methods of Tests and Measurements	3.0 credit hours
RSM700	Quantitative Research I	3.0 credit hours
RSM812	Research Theory, Design, and Methods	3.0 credit hours

PAGE 124, GRADUATE BUSINESS CERTIFICATE PROGRAM DESCRIPTIONS

Insert the following above Bachelor of Arts Degrees:

GRADUATE BUSINESS CERTIFICATE PROGRAMS

HEALTH SERVICES MANAGEMENT

MANAGEMENT AND LEADERSHIP

Program Description

Keiser University's Graduate Business Certificate Programs educate students in the theories and practices of the business world. The certificate programs are geared toward students who want to learn the foundational skills in a particular field or those who want to build upon their existing senior-level experience to advance their career in one of the subject areas. The courses in each of the areas can be applied toward an MBA degree for candidates who meet admissions criteria. Certificate students specialize in one of the following areas: Health Services Management or Management and Leadership.

Prerequisites for Core Courses

- A baccalaureate degree from an accredited institution
- Professional resume
- Interview with MBA concentration chair
- A one page personal statement describing the applicant's expectations of the certificate program

NOTE: Courses in the Graduate Business Certificate program are eight-weeks in length and students are scheduled for one or two courses concurrently.

Program Outline

To receive a Graduate Business Certificate, students must earn 18 graduate semester hours in an approved certificate program area. All 18 credit hours must be completed through Keiser University. Certificate program requirements are as follows:

Health Services Management Graduate Certificate (18.0 credit Hours)

MAN 571 Organizational Behavior (co-requisite)	3.0 credit hours
MKT 531 Marketing Management	3.0 credit hours
MAN 672 Human Resources Management	3.0 credit hours
HSM 691 Quality Management in Health Care	3.0 credit hours
HSM 692 Strategic Management of Health Services Organizations	3.0 credit hours
HSM 693 Corporate Compliance in Health Care	3.0 credit hours

Management Leadership Graduate Certificate (18 Credit Hours)

MAN 571 Organizational Behavior(co-requisite)	3.0 credit hours
MAN 551 International Business	3.0 credit hours
MAN574 Managerial Communication	3.0 credit hours
MAN 671 Leadership Development	3.0 credit hours
MAN 672 Human Resources Management	3.0 credit hours
MAN 673 Organizational Change	3.0 credit hours

PAGE 124, BA ACCOUNTING PROGRAM DESCRIPTION

Replace this section with the following:

ACCOUNTING**Bachelor of Arts Degree****Program Description**

Keiser University's Bachelor of Arts degree in Accounting focuses on accounting, business and communications skills needed in today's business environment. The program provides the unique skills needed in various areas of accounting such as: taxation, auditing, managerial/cost, financial, governmental, and accounting information systems as well as general business courses. The Bachelor of Arts degree in Accounting also uses various business and accounting related software programs to enhance students' knowledge.

Program Objectives

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

- To enhance student's knowledge of various specialty areas within accounting and general business
- To prepare students for jobs in the accounting field
- To develop student's proficiency in the use of business and accounting software applications
- To help students develop strong communication and business research writing skills
- To reinforce ethical and legal business practices through the use of critical thinking skills

Prerequisites for Upper Division Courses

- | | | |
|------------|----------------|------------------|
| • ECO1023* | Microeconomics | 3.0 credit hours |
| • ECO2013* | Macroeconomics | 3.0 credit hours |
| • STA2023* | Statistics | 3.0 credit hours |

*Courses must be completed with a grade of "C" or higher

Program Outline

To receive a Bachelor of Arts degree in Accounting, students must earn 120.0 credit hours. Program requirements are as follows:

Lower Division Accounting Major Courses (24.0 credit hours)

ACG1001*	Accounting Principles I	3.0 credit hours
ACG2011*	Accounting Principles II	3.0 credit hours
ACG2062*	Accounting Information for Business Decisions	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours
TAX2004*	Principles of Taxation	3.0 credit hours

*Courses with an ACG or TAX prefix must be completed with a grade of "C" or higher

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 (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	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 Communications	3.0 credit hours
---------	-----------------------	------------------

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
----------	---------------------------	------------------

Economics (6.0 credit hours)

ECO1023*	Microeconomics	3.0 credit hours
ECO2013*	Macroeconomics	3.0 credit hours

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 Mathematics	3.0 credit hours
STA2023*	Statistics (required)	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
OCB1010	General Marine Biology	3.0 credit hours

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

Upper Division Accounting Major Courses (51.0 credit hours)

ACG4101*	Intermediate Accounting I	3.0 credit hours
ACG4111*	Intermediate Accounting II	3.0 credit hours
ACG4201*	Advanced Accounting	3.0 credit hours
ACG 4253*	International Financial Reports	3.0 credit hours
ACG4342*	Advanced Managerial/Cost Accounting	3.0 credit hours
ACG4401*	Accounting Information Systems	3.0 credit hours
ACG4501*	Governmental and Institutional Accounting	3.0 credit hours
ACG4651*	Auditing I	3.0 credit hours
ACG4671*	Auditing II	3.0 credit hours
BUL3130	Legal and Ethical Environment of Business	3.0 credit hours

ECO4223	Money and Banking	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
QMB3200	Quantitative Approach to Business Decisions	3.0 credit hours
TAX4001*	Income Tax Accounting	3.0 credit hours

*Courses with an ACG or TAX prefix must be completed with a grade of “C” or higher

Upper Division General Education Courses (9.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours

PAGE 125-261, PROGRAM DESCRIPTIONS-GORDON RULE MATH COURSES

Throughout the undergraduate program descriptions, remove any asterisks from the following mathematics courses pertaining to the Gordon Rule:

- MAC2105 College Algebra
- STA2023 Statistics
- MGF2106 College Mathematics

PAGE 127, BA ACCOUNTING PROGRAM DESCRIPTION--STATISTICS REQUIREMENT

Replace this section with the following:

Upper Division General Education Courses (9.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours

PAGE 128, BA BUSINESS ADMINISTRATION PROGRAM DESCRIPTION

Insert the following information beneath the Program Description:

Mission

Keiser University’s Bachelor of Arts degree in Business Administration is intended to prepare career focused students with comprehensive knowledge of business principles. Students are offered a well-rounded business education as they learn the key content areas of management, marketing, finance, accounting, economics, and law coupled with exposure to how technology, ethical decision-making and other business elements are transforming workplaces locally and globally.

PAGE 143, BA PSYCHOLOGY PROGRAM DESCRIPTION

Insert the following before “Bachelor of Science Degrees”:

PSYCHOLOGY

Bachelor of Art Degree

Program Description

The Bachelor of Arts degree in Psychology offers a diverse curriculum that provides a broad-based education in many facets of behavior, mental processes, communication, research, and writing. Courses include forensics, sports and positive psychology, as well as the traditional courses needed to prepare students for graduate studies. Student learning objectives include the application of scientific method, neuroscience relations to behavior, and the ethical treatment of human and animal research subjects.

Program Objectives

Upon completion of this program, students are able to:

- Apply the scientific method to psychological research
- Explain principles of neuroscience as they relate to behavior
- Identify what constitutes ethical treatment of human and animal subjects in research
- Develop and understanding of APA format and writing in the field of psychology
- Develop an understanding of how statistical tests are commonly used in psychological research.
- Analyze human behavior and mental processes
- Explain theories of development throughout the lifespan
- Evaluate theories of personality
- Understand applied psychological approaches for health, marriage and family, sports, and industrial psychology.
- Explain basic concepts of clinical and counseling psychology
- Explain processes of learning and cognition

Prerequisites for Major Courses

- PSY1012 Introduction to Psychology
- STA2023 Statistics

Program Outline

To receive a Bachelor of Arts Degree in Psychology, students must earn a total of 120.0 credit hours. Program requirements are as follows:

Lower Division Psychology Courses (24.0 credit hours)

DEP1030	Introduction to Cognitive Development	3.0 credit hours
PSY1082	Introduction to Experimental Psychology	3.0 credit hours
PSY2023	Careers and Writing in Psychology	3.0 credit hours
PSY2206	Social Psychology	3.0 credit hours
PSY2214	Abnormal Psychology	3.0 credit hours
DEP2280	Human Exceptionality	3.0 credit hours
PSY2314	Psychology of Personality	3.0 credit hours
PSY2450	Constructs of Interpersonal Conflict	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)

POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours

Communications (3.0 credit hours)

SPC1017	Speech Communications	3.0 credit hours
---------	-----------------------	------------------

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
----------	---------------------------	------------------

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

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 Lit	3.0 credit hours
ENL1000	English Literatur	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 Mathematics	3.0 credit hours
STA2023	Statistics (required)	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1011	Advanced Biology	3.0 credit hours

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

Upper Division Psychology Courses (48.0 credit hours)

CLP3300	Concepts of Clinical and Counseling Psychology	3.0 credit hours
EXP3404	Principles of Learning	3.0 credit hours
PSY3309	Behavioral Neuroscience	3.0 credit hours
PSY3213	Research Methods	3.0 credit hours
PSY3336	Industrial and Organizational Psychology	3.0 credit hours
DEP3103	Child Psychology	3.0 credit hours
DEP4305	Adolescent Psychology	3.0 credit hours
DEP4404	Psychology of Adult Development and Aging	3.0 credit hours
DEP4481	Death and Dying	3.0 credit hours
CLP3005	Marriage and Family	3.0 credit hours
CLP3314	Health Psychology	3.0 credit hours
CLP4182	Addictive Behaviors	3.0 credit hours
CLP4390	Forensic Psychology	3.0 credit hours
PSY4302	Theory, Application, and Evaluation of Tests	3.0 credit hours
PSY4830	Sports Psychology	3.0 credit hours
PSY 4850	Positive Psychology	3.0 credit hours

Upper Division General Education Courses (12.0 credit hours)

IDS3355	Critical Thinking	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours
COM3131	Interpersonal Communication	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours

PAGE 145, BS DIETETICS AND NUTRITION PROGRAM DESCRIPTION

Replace the admission requirements with the following:

Admission Requirements for the Dietetics Alternative Track Program

In order to be evaluated for admission into the Alternative Track Program within the Dietetics and Nutrition Department, candidates must submit documentation of the following:

- Completion of a Bachelor of Science in Dietetics, Nutrition and/or related Food Science program from a regionally accredited University.
- Minimum cumulative grade average of 3.0 on a scale of 4.0.
- An original copy of a Verification Statement issued by a CADE approved DPD or CP program.
- Two letters of reference
- One page Letter of application (including but not limited to work and volunteer experience, projected focus in the field of Dietetics and applicant's desire to become a practicing Registered Dietitian).

Graduation requirements to successfully complete the Alternative Track Program

- A grade average of 3.0 on a scale of 4.0 in graded courses (and a passing grade in all pass/fail courses*):
 - DIE 4365 Dietetics Management of Nutrition Programs
 - DIE 4246C Clinical Nutrition
 - DIE 4506 Seminar in Dietetics and Nutrition*
 - DIE 3175 Dietetics Management Practicum*
 - DIE 3355 Dietetics in Community Health Practicum*
 - DIE 4277 Clinical Nutrition Practicum*
 - DIE 4536 Advanced Practicum in Dietetics*

PAGE 149, BS ELEMENTARY EDUCATION PROGRAM DESCRIPTION

Change EDG2701 to EDF2085.

PAGE 152, BS FORENSIC INVESTIGATIONS PROGRAM DESCRIPTION

Replace this section with the following:

Program Objectives

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

- To provide students with a comprehensive background in forensic investigative procedures and techniques.
- To instruct students in basic scientific concepts attributable to the natural and physical sciences.
- To provide students with a comprehensive background in the current use of natural and physical sciences in the solution of crime
- To provide students with a comprehensive background in criminal statutes, rules of criminal procedure, and rules of evidence which affect their capacity to testify effectively as expert witnesses in legal proceedings.
- To assist graduates in obtaining entry-level positions where their forensic investigation skills can be employed.

Prerequisites for Upper Division Major Courses

All lower division courses must be completed with a minimum grade average of 2.5 on a 4.0 scale.

Graduation Requirements (in addition to Degree Requirements section of the catalog)

Successful completion of all upper division courses with a minimum grade average of 2.5 on a 4.0 scale.

PAGE 179, BS SPORTS MANAGEMENT PROGRAM DESCRIPTION

Insert the following new program information before the Sports Medicine and Fitness Technology section:

SPORTS MANAGEMENT

2011-2012 Keiser University Catalog, Volume 11, No. 1, Addendum No. 6, effective July 30, 2012

Bachelor of Science Degree

GOLF CONCENTRATION

Program Description

Keiser University's Bachelor of Science Degree in Sports Management with a concentration in Golf is a degree completion program for graduates of associate degree programs in hospitality, fitness, sports, recreation, golf, or a related field. The curriculum supports an expanded professional role of sports managers with an emphasis on the golf industry. The program focuses on the managerial and business aspects of a career in a sports related business with a concentration in the golf industry.

Program Objectives

Upon completion of this program, students are able to:

- Integrate knowledge from sports management, golf management and business administration.
- Apply business procedures to sports management with a focus on the golf industry.
- Demonstrate the proper use of technology in golf instruction – including video analysis and online lesson procedures.
- Effectively market various types of golf facilities and golfer development programs.
- Understand the principles of organizational behavior as it relates to sports management and golf industry staffing.
- Understand the legal ramifications of managing a golf facility as it relates to both business law and human resource management.

Prerequisites for Major Courses

- Graduation from an accredited associate degree program in golf, physical education, fitness, sports, recreation or a related field
- Documentation of a minimum of six months post-graduate work experience in a related field
- The following lower level division courses must be successfully completed. (Course equivalency is established by the Dean of Academic Affairs from official transcripts received from accredited institutions.)
ENC2102 English Composition II (prerequisite ENC1101)
MAC2105 College Algebra or MGF2106 College Math, or STA2023 Statistics
- A minimum of 24 semester credit hours of general education courses must be earned by students transferring credits from another associate degree program.

Program Outline

To receive a Bachelor of Science Degree in Sports Management with a concentration in Golf students must earn 60.0 upper division credit hours. Program requirements are as follows:

Upper Division Sports Management Courses (15.0 credit hours)

SPM3158	Strategies in Sport Management	3.0 credit hours
SPM4025	Diversity in Sport	3.0 credit hours
SPM4104	Facilities and Event Management	3.0 credit hours
SPM4204	Ethical Issues in Sports	3.0 credit hours
SPM4505	Sport Finance	3.0 credit hours

Upper Division Business Management Courses (15.0 credit hours)

MAN3025	Introduction to Mgmt/Organizational Behavior	3.0 credit hours
ACG3024	Accounting for Non-financial Managers	3.0 credit hours
MAN 3504	Operations Management	3.0 credit hours
MAN4164	Leadership	3.0 credit hours
MAN4583	Project Management	3.0 credit hours

Upper Division Golf Concentration Courses (18.0 credit hours)

SPM3110	Golfer Development Programs	3.0 credit hours
SPM3115	Principles and Science of Coaching	3.0 credit hours
SPM3310	Marketing in Golf	3.0 credit hours
SPM4118	Technology in Sports Coaching	3.0 credit hours
SPM4128	Human Resources Mgmt. for the Golf Professional	3.0 credit hours
SPM415	Sport Administration and Law for the Golf Professional	3.0 credit hours

Upper Division General Education Courses (12.0 credit hours)

IDS3355	Critical Thinking	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours
COM3131	Interpersonal Communication	3.0 credit hours
ECN3213	Professional Writing	3.0 credit hours

PAGE 184, AA BUSINESS ADMINISTRATION PROGRAM DESCRIPTION

Insert the following information beneath the program description:

Mission

Keiser University's Associate of Arts degree in Business Administration is intended to provide career-focused students the ability to gain fundamental critical thinking, communication, administration, management, and career advancement skills necessary to prosper in a diverse global business environment.

PAGE 203, AS COMPUTER PROGRAMMING PROGRAM DESCRIPTION

Remove the following verbiage:

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

PAGE 208, AS CULINARY ARTS PROGRAM DESCRIPTION

Replace this section with the following:

Culinary Arts**Associate of Science Degree**

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

The Associate of Science degree in Culinary Arts presents a comprehensive curriculum that includes laboratory sessions, academic preparation and hands-on experience. Students acquire professional knowledge of food, its preparation and handling and cooking from basic to advanced. The curriculum includes an internship to prepare students for entry-level positions in the foodservice industry.

Program Objectives

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

- To provide students with skills needed for cooking wholesome, attractive, food preparations
- To create an environment that nurtures the ability to become successful in the food service industry
- To prepare students for entry-level employment in the food service industry

Prerequisites for Major Courses

2011-2012 Keiser University Catalog, Volume 11, No. 1, Addendum No. 6, effective July 30, 2012

- None

Program Outline

To receive an Associate of Science degree in Culinary Arts, students must earn 72.0 credit hours. Program requirements are as follows:

Culinary Arts Major Courses (48.0 credit hours)

FSS1011C	Nutrition and Sensory Evaluation	3.0 credit hours
FSS1063C	Introduction to Baking and Pastry	3.0 credit hours
FSS 1200	Sanitation/Fundamentals	3.0 credit hours
FSS1203C	Principles of Food	3.0 credit hours
FSS1296C	Stock and Sauces	3.0 credit hours
FSS1240C	American Regional Cuisine	3.0 credit hours
FSS1244C	Classical French Cuisine	3.0 credit hours
FSS2242C	International Cuisine	3.0 credit hours
FSS2247C	Pastries and Desserts	3.0 credit hours
FSS2248C	Garde Manger I	3.0 credit hours
FSS2383	Supervision/Cost Control	3.0 credit hours
HFT1841	Dining Room Service	3.0 credit hours
HFT2941	Culinary Arts Externship	12.0 credit hours

General Education Courses (24.0 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
CGS1000C	Introduction to Computers	3.0 credit hours

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)

MAT1033	Intermediate Algebra	3.0 credit hours
---------	----------------------	------------------

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour

BSC1030	Environmental Science	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Laboratory	1.0 credit hour

PAGE 219, AS GOLF MANAGEMENT PROGRAM DESCRIPTION

Remove the following verbiage:

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

PAGE 221, AS HEALTH INFORMATION MANAGEMENT PROGRAM DESCRIPTION

Replace this section with the following:

The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Health Information Management trains students to function as entry-level Health Information Technicians (HIT) who can use a variety of information resources and technologies to ensure capture, quality, security, and access of healthcare data for the purpose of improving patient care and accomplishing the objectives of diverse healthcare environments. The program provides students with the knowledge and skills necessary to become self-directed learners who possess critical-thinking and problem-solving abilities as well as communication and interpersonal skills. It instills a commitment to life-long learning and important ethical values. The program fosters the acquisition of leadership abilities and systems thinking necessary for adapting careers within a changing healthcare environment.

Keiser University is seeking accreditation for the Health Information Management Program by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM): 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800. The program is in the process of collecting and compiling data to submit for accreditation. The accreditation process may take up to two years; however, completion of the accreditation process does not necessarily mean that the Health Information Management program will be granted accreditation status.

If the program attains CAHIIM accreditation status, graduates of the Associate Degree in Health Information Management will be eligible to sit for the Registered Health Information Technician (RHIT) certification exam immediately.

Program Objectives

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

- To develop students' ability to ensure the quality of health records by verifying their completeness, accuracy, and proper entry into computer systems.
- To train students in the use of computer applications to analyze patient data for the purpose of improving patient care or controlling costs.
- To develop a student's ability to think critically and communicate effectively.
- To train students in the use of the medical language and classification systems used to code diagnoses and procedures in patient records for continuity of care, healthcare reimbursement, and medical research.
- To prepare and assist graduates in obtaining entry-level employment in health information technology.

Prerequisites for Major Courses

- Background check and drug screening.
- Successful completion of the following courses with a cumulative grade point average of 3.0 on a scale of 4.0: BSC2085C, BSC2086C, CGS1000, and ENC1001.
- Completion of lower division general education courses with a minimum grade of “C” in each course.

Program Outline

To receive an Associate of Science degree in Health Information Management, students must earn 65.0 credit hours. Each course in the HIM major is a *prerequisite* for the *subsequent* course and therefore must be completed with a grade of “C” or higher in order to proceed successfully through the program. The HIM curriculum consists of didactic, laboratory and Professional Practice Experiences (also known as PPE’s), with courses offered once to each class. As the curriculum must reflect the changing nature of the HIM profession, periodic restructuring of individual courses and in some cases the curriculum must occur. Due to this potential restructuring, students who withdraw from one class and return to complete the HIM program with another class are required to meet both the entrance and graduation requirements of the class to which they return. This may necessitate repeating one or more courses. PPE hours are completed at various healthcare facilities during regular business working hours (Monday-Friday). Students are required to complete a total of 140 hours (35 x 4 weeks), and the schedule is determined by the PPE Supervisor. Since the schedule is determined by the needs of each facility it may include various combinations to equal the 140 hours. Students may be required to complete PPE hours during school vacation days.

Program requirements are as follows:

Health Information Management Major Courses (39.0 credit hours)

HSC1531	Medical Terminology	3.0 credit hours
HIM1000C	Introduction to Health Information Management and Healthcare Systems	3.0 credit hours
HIM1100C	Health Data Concepts and Systems	3.0 credit hours
HIM1200C	Legal Aspects of Health Information Management	3.0 credit hours
HSC1141	Pharmacology for Health Information Management	3.0 credit hours
HSC1433	Pathophysiology for Health Information Management	3.0 credit hours
HIM2000C	International Classification of Diseases Coding I	3.0 credit hours
HIM2100C	International Classification of Diseases Coding II	3.0 credit hours
HIM2300C	Current Procedural Terminology Coding	3.0 credit hours
HIM2350C	Health Insurance and Reimbursement	3.0 credit hours
HIM2400C	Healthcare Statistics and Research	3.0 credit hours
HIM2500	Professional Practice Experience	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours

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 credits)

PSY1012	Introduction to Psychology	3.0 credit hours
---------	----------------------------	------------------

Communication (3 credits)

SPC1017	Speech Communications	3.0 credit hours
---------	-----------------------	------------------

Computers (3 credits)

CGS1000C	Introduction to Computers	3.0 credit hours
----------	---------------------------	------------------

English (3 credits)

ENC1101	English Composition I	3.0 credit hours
---------	-----------------------	------------------

Humanities/Fine Arts (3 credits)

ENL1000	English Literature	3.0 credit hours
---------	--------------------	------------------

Mathematics (3 credits)

MAT1033	Intermediate Algebra	3.0 credit hours
---------	----------------------	------------------

Natural Science (8 credits)

BSC2085C	Human Anatomy/Physiology I	4.0 credit hours
----------	----------------------------	------------------

BSC2086C	Human Anatomy/Physiology II	4.0 credit hours
----------	-----------------------------	------------------

PAGE 226, AS HISTOTECHNOLOGY PROGRAM DESCRIPTION

Replace this section with the following:

Prerequisites for Major Courses

- Minimum cumulative grade average of 2.0 for general education courses

PAGE 230, AS MASSAGE THERAPY PROGRAM DESCRIPTION

Replace the program description and objectives with the following:

Program Description

Keiser University's Associate of Science degree in Massage Therapy is a comprehensive program that prepares students to become licensed massage therapists in Florida and perform therapeutic massage in a wide range of professional settings (including medical offices, hospice, rehabilitative facilities, and Spas), as well as establish and run a successful private therapeutic massage practice. The program focuses on the following areas of study, which are essential to successfully pass the Florida massage licensing exam: anatomy & physiology, kinesiology, pathology, and applied therapeutic massage techniques. In addition, students learn Eastern bodywork and Western massage modalities, sports massage, hydrotherapy, and Florida Law pertaining to massage.

Program Objectives

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

- Provide students with a robust academic curriculum relating to the human body's structure and biomechanical principles
- Provide students with extensive hands-on experience in a clinical setting through working on peers and the public.
- Instruct students in the dynamics of designing an effective massage session including assessment and treatment plans
- Provide students with information about the professional nature of massage, including state licensing and code of ethics
- Introduce students to various Eastern and Western modalities (types of massage)

- Assist graduates in obtaining employment as licensed massage therapists

PAGE 239-240, AS NURSING PROGRAM DESCRIPTION

Remove the following verbiage:

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

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 246, AS RADIATION THERAPY PROGRAM DESCRIPTION

Replace this section with the following:

RADIATION THERAPY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Radiation Therapy is dedicated to preparing its students to become professional radiation therapists. Students will learn to utilize radiation and radioactive isotopes in the treatment of disease, primarily cancer. Radiation therapists are highly skilled members of the cancer management team and responsible for accurately recording, interpreting and administering the treatment prescribed by radiation oncologists. Students will learn how to localize tumors, implement treatment plans and evaluate the clinical progress of patients. Students will also be trained to demonstrate a high quality of technical expertise, provide competent compassionate clinical care, and collaborate effectively with their colleagues.

Program Mission Statement

The mission of KeiserUniversity's Radiation Therapy program is to provide an academic and clinical environment to educate and graduate competent, entry-level radiation therapists who provide quality patient care in the community. The program will also encourage professional growth and research to advance and promote radiation therapy practice.

Program Goals

The following goals are designed to meet KeiserUniversity's mission and goals and to further define the programmatic goals for Radiation Therapy:

- Provide professional, qualified entry-level radiation therapists to serve in the community
- Provide through educational instruction and clinical experiences a program that develops professional skills necessary to function as radiation therapists

- Provide instruction in diversity, quality patient care, writing, critical thinking and problem solving skills, as well as ethical standards as set forth in the ARRT Code of Ethics
- Graduate students prepared for the national certification examination administered by the American Registry of Radiologic Technologists

Program Objectives

The following objectives are designed to meet the program's mission and goals for Radiation Therapy:

- Acquire the skills and knowledge to function effectively in their role as members of the radiation therapy team in delivering a planned course of treatment utilizing high energy photon or electron beams of radiation
- Competently demonstrate the use and application of ionizing radiation therapy units and devices
- Apply critical thinking and problem solving skills to achieve program goals and clinical objectives
- Exhibit professional and personal growth coupled with lifelong learning skills, communicating effectively with faculty, patients, families and members of the healthcare team
- Demonstrate fabrication and block cutting skills and the use of patient immobilization and treatment enhancing devices appropriately

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
- Cumulative grade average of 3.0 on a scale of 4.0

Program Outline

To receive an Associate of Science degree in Radiation Therapy, students must earn a total of 93.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed with a grade of "C" and a minimum cumulative grade point average of 2.75 or higher in order to proceed successfully through the program. Program requirements are as follows:

Radiation Therapy Major Courses (67.0 credit hours)

RAT1001	Introduction to Radiation Therapy	5.0 credit hours
RAT1123	Patient Care in Radiation Therapist	5.0 credit hours
RAT2021	Principles and Practice of Radiation Therapy I	5.0 credit hours
RAT2617	Radiation Therapy Physics I	5.0 credit hours
RAT1804	Radiation Therapy Clinical Education I	3.0 credit hours
RAT1814	Radiation Therapy Clinical Education II	3.0 credit hours
RAT2241	Radiobiology and Pathology	5.5 credit hours
RAT2618	Radiation Therapy Physics II	5.5 credit hours
RAT2022	Principles and Practice of Radiation Therapy II	5.5 credit hours
RAT2657	Quality Management	4.25 credit hours
RAT2804	Radiation Therapy Clinical Education III	3.0 credit hours
RAT2814	Radiation Therapy Clinical Education IV	3.0 credit hours
RAT2652	Treatment Planning and Dosimetry	4.25 credit hours
RAT2824	Radiation Therapy Clinical Education V	3.0 credit hours
RAT2834	Radiation Therapy Clinical Education VI	3.0 credit hours
RAT2061	Radiation Therapy Seminar	4.0 credit hours

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)

PSY1012	Introduction to Psychology	3.0 credit hours
---------	----------------------------	------------------

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
----------	---------------------------	------------------

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 (6.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours
---------	----------------------	------------------

PHY2001	General Physics (required)	3.0 credit hours
---------	----------------------------	------------------

Natural Science (Minimum 8.0 credit hours)

BSC2085C	Anatomy and Physiology I	4.0 credit hours
----------	--------------------------	------------------

BSC2086C	Anatomy and Physiology II	4.0 credit hours
----------	---------------------------	------------------

PAGE 240, PREREQUISITES FOR MAJOR COURSES

Replace the first bulleted statement with the following:

- Successful completion of the TEAS test and a personal interview with the Nursing Program Director.

PAGE 249, AS RADIOLOGIC TECHNOLOGY PROGRAM DESCRIPTION

Replace this section with the following:

RADIOLOGIC TECHNOLOGY**Associate of Science Degree**

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Radiologic Technology prepares students for entry-level positions in the profession, producing radiographic images in accordance with standardized practices and procedures. The program provides radiologic information including medical terminology, patient care, radiographic procedures, radiation protection, equipment operations and image production and evaluation.

Program Mission Statement

Keiser University's Associate of Science degree program in Radiologic Technology produces competent graduates for entry-level positions in the field. The program's graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists and are eligible to be licensed by the State of Florida to practice Radiologic Technology. The Radiologic Technology program strives to instill the values and concepts of life-long learning in its graduates.

Program Goals Statement

The following goals are designed to meet Keiser University's mission and goals. Radiologic Technology's mission is further defined by the following goals:

- Students will acquire the knowledge and skill development to competently perform diagnostic imaging procedures;
- Students will develop verbal and written communication skills to effectively interact within a healthcare setting;
- Students will acquire critical thinking and problem-solving skills to effectively practice in the profession;
- Students will demonstrate professional development and growth and set goals for life-long learning;
- Students will possess employable entry-level skills to meet the needs of the radiologic community upon program completion.

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
- Cumulative grade average of 3.0 on a scale of 4.0

Program Outline

To receive an Associate of Science degree in Radiologic Technology, students must earn a total of 94.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed with a minimum grade of "C" and a minimum cumulative core GPA of 2.50 (on a 4.0 scale) or higher for the first semester and 2.75 (on a 4.0 scale) or higher in all subsequent semesters in order to proceed successfully through the program. Program requirements are as follows:

Radiologic Technology Major Courses (68.0 credit hours)

RTE 1000	Intro to Radiologic Technology	5.5 credit hours
RTE 1401	Radiologic Imaging	5.5 credit hours
RTE 1418C	Radiologic Science I	5.5 credit hours
RTE 1458C	Radiologic Science II	5.5 credit hours
RTE 1503C	Radiologic Procedures I	4.25 credit hours
RTE 1513C	Radiologic Procedures II	4.25 credit hours
RTE 1523C	Radiologic Procedures III	4.25 credit hours
RTE 1533C	Radiologic Procedures IV	4.25 credit hours
RTE 1804	Clinical Rotation I	6.0 credit hours
RTE 1814	Clinical Rotation II	6.0 credit hours
RTE 2563	Advanced Radiologic Imaging	5.5 credit hours
RTE 2785	Advanced Pathophysiology Imaging	5.5 credit hours
RTE 2824	Clinical Rotation III	6.0 credit hours

General Education Courses (26.0 credit hours)

Semester I and II: Students accepted into the Radiologic Technology Program are required to complete 26 hours of general education with the minimum hour requirement for each category listed in parentheses beside the category. Credit hours in parentheses indicate the required number of credit hours in each discipline

Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
---------	----------------------------	------------------

Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
---------	--------	------------------

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
----------	---------------------------	------------------

English (3.0 credit hours)

ENC1101	English Composition I	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)

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

PAGE 251, AS RESPIRATORY THERAPY PROGRAM DESCRIPTION

Replace this section with the following:

Respiratory Therapy**Associate of Science Degree**

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Respiratory Therapy prepares students for employment as respiratory therapists under the supervision of licensed physicians. A Respiratory Therapist provides education, diagnostic testing and respiratory therapy in the management of conditions such as chronic obstructive pulmonary disease, acute cardio-respiratory failure, asthma, and other pulmonary pathologies. Graduates are eligible to take both the national certification examination and the national registry examination given by the National Board for Respiratory Care (NBRC) and are eligible to be licensed by the State of Florida. Responsibilities of a respiratory therapist include:

- Identifying lung and breathing disorders and recommending treatment methods
- Interviewing patients and doing chest physical exams to determine what kind of therapy is best for their condition
- Consulting with physicians to recommend a change in therapy, based on patient evaluation
- Analyzing breath, tissue, and blood specimens to determine levels of oxygen and other gases
- Managing ventilators and artificial airway devices for patients who can't breathe normally on their own
- Responding to Code Blue or other urgent calls for care
- Educating patients and families about lung disease so they can maximize their recovery

Program Mission Statement

The Respiratory Therapy program at Keiser University offers an associate of science degree that is designed to prepare students to become effective, knowledgeable, safe and competent respiratory therapy practitioners who will practice under the supervision and direction of a licensed physician.

Program Goal

To prepare graduates with demonstrated competence in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT's).

Program Objectives

The following objectives are designed to meet Keiser University's Respiratory Therapy Program's mission and goals:

- To provide an environment in which students demonstrate ethical behaviors, critical thinking skills and a commitment to lifelong learning
- Development of clinical skills, treatment techniques, understanding of methodology, and rationale for implementation and interpretation of diagnostics and cardio-respiratory care
- To provide the students with an academic foundation to adequately fulfill the role of a respiratory care practitioner in a clinical setting

Prerequisites for Major Courses

- Background check and drug screening
- Completion of general education courses with a minimum grade of "C" in each course
- Minimum cumulative grade point average of 3.0 on a 4.0 scale.
- Minimum grade of "B" in Human Anatomy and Physiology I and II

Program Outline

To receive an Associate of Science degree in Respiratory Therapy, students must earn 88.0 credit hours. Each course in the Respiratory Therapy major is a prerequisite for the subsequent course and must be completed with a grade of "C" or higher in order to progress to the next course in the sequence. Students must complete all courses in the program core. Requirements are as follows:

Respiratory Therapy Major Courses (51.0 credit hours)

RET1024C	Respiratory Therapy Fundamentals	4.0 credit hours
RET1485C	Respiratory Therapy Theory	4.0 credit hours
RET1291C	Clinical Respiratory Medicine	4.0 credit hours
RET1007C	Pharmacology for Respiratory Care	4.0 credit hours
RET1940	Clinical Practicum I	3.0 credit hours
RET1405C	Diagnostic Procedures in Respiratory Care	4.0 credit hours
RET2283C	Intensive Respiratory Care	4.0 credit hours
RET2941	Clinical Practicum II	3.0 credit hours
RET2710C	Pediatric and Neonatal Respiratory Therapy	4.0 credit hours
RET2944	Clinical Practicum III	3.0 credit hours
RET2934C	Special Topics in Respiratory Therapy	4.0 credit hours
RET2946	Clinical Practicum IV	3.0 credit hours
RET2948	Clinical Practicum V	3.0 credit hours
RET2935C	Respiratory Therapy Management	4.0 credit hours

General Education Courses (37.0 credit hours)

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

Behavioral Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
---------	----------------------------	------------------

Communication (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
---------	--------	------------------

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
----------	---------------------------	------------------

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
---------	-----------------------	------------------

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL 1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

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

Natural Science (16 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
MCB2000C	Microbiology I	4.0 credit hours
CHEM1045	General Chemistry	3.0 credit hours
CHEM1045L	General Chemistry Laboratory	1.0 credit hours

PAGE 260, TECHNOLOGY INTEGRATION MAJOR COURSES PREFIXES

Adjust the following course prefixes/numbers:

CET1040C	becomes	ETS1041C
CET2041C	becomes	ETS2043C

PAGE 266, CERTIFICATE PROGRAM DESCRIPTIONS—UPPER DIVISION ACCOUNTING COURSES

Replace this section with the following:

Upper Division Accounting and Tax Courses

ACG4101*	Intermediate Accounting I	3.0 credit hours
ACG4111*	Intermediate Accounting II	3.0 credit hours
ACG4201*	Advanced Accounting-III	3.0 credit hours
ACG 4253*	International Financial Reports	3.0 credit hours
ACG4342*	Advanced Managerial/Cost Accounting	3.0 credit hours
ACG4401*	Accounting Information Systems	3.0 credit hours
ACG4501*	Governmental and Institutional Accounting	3.0 credit hours
ACG4651*	Auditing I	3.0 credit hours
ACG4671*	Auditing II	3.0 credit hours
ACG4682*	Fraud Examination	3.0 credit hours
ACG4833*	Ethical Issues in Accounting	3.0 credit hours
TAX4001*	Income Tax Accounting	3.0 credit hours
TAX4011*	Corporate, Business and Trust Tax	3.0 credit hours

Upper Division Other Courses

BUL 3130	Legal and Ethical Environment of Business	3.0 credit hours
CGS3300	Management Information Systems	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN3504	Operations Management	3.0 credit hours

MAN3611	Cross Cultural Management	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MAN4602	International Business	3.0 credit hours
MAR4804	Marketing Strategy	3.0 credit hours
MAR4841	Service Marketing	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
QMB3200	Quantitative Approach to Business Decisions	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours

PAGE 267, CERTIFICATE PROGRAM DESCRIPTIONS—UPPER DIVISION OTHER COURSES

Replace this section with the following:

Upper Division Other Courses

BUL 3130	Legal and Ethical Environment of Business	3.0 credit hours
CGS3300	Management Information Systems	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN3504	Operations Management	3.0 credit hours
MAN3611	Cross Cultural Management	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MAN4602	International Business	3.0 credit hours
MAR4804	Marketing Strategy	3.0 credit hours
MAR4841	Service Marketing	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
QMB3200	Quantitative Approach to Business Decisions	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours

PAGE 270, PH.D. ED LEADERSHIP COURSE DESCRIPTIONS

IDT720 (3.0 credit hours)

Designing Training and Performance Solutions

Educational managers are more effective if they possess a repertoire of training and performance tools with which to manage teachers, staff, and students. This course is designed to give educational leaders the theoretical and practical skills to design training and performance solutions, integrating instructional design techniques common in education today. Course topics include learning theories, instructional and performance design models, assessment and evaluation techniques, and training technology. Students design and implement an intervention by conducting a needs assessment, diagnosing the results, developing a solution for the performance gap, and continuously evaluating and assessing the intervention.

IDT721 (3.0 credit hours)

Leading Innovation Technology

This course is designed to provide educators the leadership and management decision-making skills for applications and advancements of technology in education. Learning theory forms the basis for using technology in the classroom and will be applied to assessing technological resources and innovation. Course topics include: instructional delivery using multimedia, matching technologies to outcomes, cost and funding of technology, and trends in instructional technology. Risks and threats with the wide availability of media (the internet, iPods, cell phones, and others) to classroom security and ethical student behavior are assessed and evaluated.

IDT722 (3.0 credit hours)

Management of Distance Education

This course gives educational leaders the skills and competencies to administer, manage, and lead distance education programs. Topics include managing existing programs, design and implementation of distance education programs, marketing distance education programs, and improving existing programs for efficient and effective delivery. From a research perspective students appraise the role of the course room facilitator, evaluating course room instruction, and assessing course room security and achievement of learning outcomes. Issues and policies related to distance education ethics, security, and acceptance are addressed.

PAGE 273-274, PH.D. ED LEADERSHIP RESEARCH COURSES

Replace these course descriptions with the following:

RSM700 (3.0 credit hours)

Quantitative Research I

Quantitative Research I is a course in applied statistics introducing doctoral students to descriptive and inferential statistics for doctoral level research. Application of statistical tools and methods will be emphasized. Statistical tools covered will be measures of central tendency and variability, probability, randomization, normal distribution, t-distribution, F-distribution, confidence intervals, hypothesis testing, and correlation. Application to real-life and research based paradigms is made so students can become adept at interpreting empirical findings and develop the skills necessary to complete original research.

RSM800 (3.0 credit hours)

Quantitative Research II

Quantitative Research II prepares students to conduct quantitative research in the field of education. Students conduct critical literature review, evaluate research design and design research methodology using quantitative methods of data collection and analysis appropriate for research in education. Course topics include design of experimental and quasi-experimental research studies, survey design, and methods of analysis appropriate to these studies, including analyzing variance and multiple linear regression. Emphasis is placed on applying computer based data analysis, statistical reasoning, understanding and use of quantitative research methods, ethical research practices, and practice in communicating research methods through scholarly interpretation, analysis, and writing.

RSM810 (3.0 credit hours)

Qualitative Research

Qualitative research helps us understand meaning when existing theory fails to explain a phenomenon. This course is designed to give the qualitative researcher the theory, method, and skill to apply a balanced approach to research in the field of education. Course topics include the purpose and methods of various qualitative traditions as well as interviewing techniques, field observation, content analysis, historical analysis, focus groups, and questionnaire design. Qualitative data collection and analysis techniques are applied to research questions with a focus on understanding phenomenon in education not resolved by other research methodologies. Educational decision-making and research methodologies for expanding the body of knowledge are developed and applied.

RSM811 (3.0 credit hours)

Mixed Methods

This course provides students with an understanding of mixed methods (qualitative and quantitative) approaches to research studies. Appropriate strategies for incorporating both quantitative and qualitative paradigms will be explored. Specific issues, challenges, and considerations encountered in using mixed methodologies will be addressed in detail. The conflict between positivism and constructivism will be investigated, as will various examples of mixed model designs applicable to educational leadership. While there are pragmatic advantages to combining qualitative and quantitative methods, it is important to know that there are philosophical debates about combining these distinct approaches. Students need to understand the paradigmatic backgrounds of each approach and how to deal with these paradigm differences to answer real-world research questions.

RSM820 (3.0 credit hours)

Advanced Research: Pre-Proposal and Literature Review

This course is designed for doctoral researchers to formulate of a problem statement, research question, and determine the most effective research methodology to use for their dissertation. The impact of the study on the profession and addition to the body of knowledge will be developed and defended. Students will also critically review and provide feedback to other doctoral researchers. Students will critically analyze the literature surrounding the research question and write a scholarly review of the research using best practices in APA documentation style. By the end of the course students will have completed the pre-proposal and submitted it to the committee for approval.

PAGE 274, PH.D. ED LEADERSHIP DISSERTATION COURSES

Delete EDR901A through EDR904B and replace with the following:

EDR900 (1.5 credit hours)

Dissertation

The dissertation is designed to guide candidates through the theoretical, research-related, and practical aspects of designing and implementing research, adding to the body of knowledge in the field. Candidates will write and defend a proposal, conduct research, submit a dissertation to their committee for approval, and defend the dissertation. Candidates must complete eight dissertation courses. Prerequisite: Doctoral candidacy

Repeat for dissertation courses beginning on page 278.

PAGE 277-278, PH.D. INSTRUCTIONAL DESIGN AND TECHNOLOGY RESEARCH COURSES

Replace these course descriptions with the following:

RSM700 (3.0 credit hours)

Quantitative Research I

Quantitative Research I is a course in applied statistics introducing doctoral students to descriptive and inferential statistics for doctoral level research. Application of statistical tools and methods will be emphasized. Statistical tools covered will be measures of central tendency and variability, probability, randomization, normal distribution, t-distribution, F-distribution, confidence intervals, hypothesis testing, and correlation. Application to real-life and research based paradigms is made so students can become adept at interpreting empirical findings and develop the skills necessary to complete original research.

RSM800 (3.0 credit hours)

Quantitative Research II

Quantitative Research II prepares students to conduct quantitative research in the field of education. Students conduct critical literature review, evaluate research design and design research methodology using quantitative methods of data collection and analysis appropriate for research in education. Course topics include design of experimental and quasi-experimental research studies, survey design, and methods of analysis appropriate to these studies, including analyzing variance and multiple linear regression. Emphasis is placed on applying computer based data analysis, statistical reasoning, understanding and use of quantitative research methods, ethical research practices, and practice in communicating research methods through scholarly interpretation, analysis, and writing.

RSM810 (3.0 credit hours)

Qualitative Research

Qualitative research helps us understand meaning when existing theory fails to explain a phenomenon. This course is designed to give the qualitative researcher the theory, method, and skill to apply a balanced approach to research in the field of education. Course topics include the purpose and methods of various qualitative traditions as well as interviewing techniques, field observation, content analysis, historical analysis, focus groups, and questionnaire

design. Qualitative data collection and analysis techniques are applied to research questions with a focus on understanding phenomenon in education not resolved by other research methodologies. Educational decision-making and research methodologies for expanding the body of knowledge are developed and applied.

RSM811 (3.0 credit hours)

Mixed Methods

This course provides students with an understanding of mixed methods (qualitative and quantitative) approaches to research studies. Appropriate strategies for incorporating both quantitative and qualitative paradigms will be explored. Specific issues, challenges, and considerations encountered in using mixed methodologies will be addressed in detail. The conflict between positivism and constructivism will be investigated, as will various examples of mixed model designs applicable to educational leadership. While there are pragmatic advantages to combining qualitative and quantitative methods, it is important to know that there are philosophical debates about combining these distinct approaches. Students need to understand the paradigmatic backgrounds of each approach and how to deal with these paradigm differences to answer real-world research questions.

RSM820 (3.0 credit hours)

Advanced Research: Pre-Proposal and Literature Review

This course is designed for doctoral researchers to formulate of a problem statement, research question, and determine the most effective research methodology to use for their dissertation. The impact of the study on the profession and addition to the body of knowledge will be developed and defended. Students will also critically review and provide feedback to other doctoral researchers. Students will critically analyze the literature surrounding the research question and write a scholarly review of the research using best practices in APA documentation style. By the end of the course students will have completed the pre-proposal and submitted it to the committee for approval.

PAGE 282, PH.D. PSYCHOLOGY COURSE DESCRIPTIONS

Insert the following BEFORE “BUSINESS ADMINISTRATION”:

PSYCHOLOGY

Doctor of Philosophy Degree

Major Course Requirements

Prerequisite Courses (for those incoming students without a Master’s degree)

PSY502 (3.0 credit hours)

History and Systems of Psychology

This course reviews major theoretical concepts and schools of thought in the history of psychology. Specifically, the course covers the history of various psychological concepts (such as perception, memory, emotions, consciousness, self, mental illness, etc.) as interpreted by various scholars of the mind over time. A historically-informed perspective of these concepts will help students realize the subtle changes in interpreting various psychological processes and phenomena across different time periods. (Prerequisite: PSY701)

PSY532 (3.0 credit hours)

Health Psychology

This course explores how psychological processes and health interact. This course acquaints the student with the field of health psychology and covers such topics as psychosocial factors in disease etiology, pain and pain management, psychoneuroimmunology, coping, control, and adjustment to stress, social support and health, risk detection and prevention, health behaviors, and patient-practitioner interaction. Current research on the effective management of pain and chronic disease will be review and discussed from a psychological perspective. (Prerequisite: PSY701)

PSY542 (3.0 credit hours)

Psychopathology

This course covers descriptive psychopathology and research on the etiology, epidemiology, dynamics and diversity issues of major pathologic syndromes. It provides a thorough introduction to DSM as a diagnostic tool. It also covers the controversy and difficulties of using a diagnostic system. (Prerequisite: PSY701)

PSY562 (3.0 credit hours)

Evolutionary Psychology

This course provides a broad overview of historical and modern research and theory in evolutionary psychology and the study of the evolution of the mechanisms of the mind. Topics include mating, parenting, social exchange, and violence. (Prerequisite: PSY701)

PSY690 (3.0 credit hours)

Master's Thesis, Part I

Students will work with a faculty member in creating and conducting their own research project. A thesis is an original contribution to knowledge resulting from the systematic study of a significant problem or issue. Some students will develop their own research questions and hypotheses, study design, data collection and analysis and interpretation of results. An alternative would be to create a comprehensive review of the current state of knowledge on a specific topic. (Prerequisites: PSY701, RSM700, RSM812)

PSY699 (3.0 credit hours)

Master's Thesis, Part II

Students will work with a faculty member in creating and conducting their own research project. A thesis is an original contribution to knowledge resulting from the systematic study of a significant problem or issue. Some students will develop their own research questions and hypotheses, study design, data collection and analysis and interpretation of results. An alternative would be to create a comprehensive review of the current state of knowledge on a specific topic. (Prerequisites: PSY502, PSY532, PSY542, PSY562, PSY730, PSY760, PSY770, PSY690)

Psychology Foundation Courses

PSY701 (3.0 credit hours)

Research, Ethics, and Scholarly Writing

This class will serve as a foundational doctoral course providing advanced academic study and professional writing processes. Students will learn to analyze, evaluate, and give critical thought to the field of psychology as they examine current research articles, literature reviews and experimental results. They will learn the role of ethical standards in research and how these standards guide ethical decision making. APA style guidelines will be emphasized as students develop a perspective as a scholar-practitioner. The course will provide additional information and skills that will help the student navigate and incorporate the planning of their doctoral dissertation. (Program prerequisite course)

PSY710 (3.0 credit hours)

Cognitive and Affective Basis of Behavior

This course will present a review of the relationship between cognitive phenomena in research or laboratory settings and daily human cognition and affective experiences. It will explore how the structures and functions of the brain and nervous system contribute to cognitive behavior. Attention will be given to how the mind functions, perceives, attends, organizes, remembers to reason, aspects of human functioning (including emotions and moods) integrate with and influence cognitive processes. (Prerequisite: PSY701)

PSY720 (3.0 credit hours)

Behavioral Neuroscience

This course emphasizes the principles of behavioral neuroscience, stressing the methods and rationales used to acquire information and reach conclusions about brain mechanisms underlying behavior. Students will survey topics related to the biology of psychology including: the basic anatomy of the nervous system, the normal physiological functions of the nervous systems, cellular electrophysiology, behavioral disorders, and brain diseases. The course also reviews current research on the role of the biological basis of behavior. The relative contribution of heredity and environment will be examined. (Prerequisite: PSY701)

PSY730 (3.0 credit hours)

Human Development

This course is an in depth exploration and evaluation of human development through all stages across the life-span of an individual. Students will explore and discuss contemporary empirical research findings regarding the concepts of cognitive, social, and emotional development as well as integrate the research into the various theories of development. Students will develop an understanding of diverse developmental pathways, the processes of risk and resilience across the lifespan, and life-events and life-transitions of a human being. (Prerequisite: PSY701)

PSY750 (3.0 credit hours)

Theories of Learning and Motivation

Students will examine the variety of theories of human learning, focusing on using existing knowledge in motivation and learning to enhance teachers' instruction and students' learning. Emphasis will be placed on theoretical knowledge and application using current literature in the field. The course will emphasize learning, cognition, motivation, instruction, and how various theories can be implemented among diverse settings and learners. Students will analyze, discuss and give critical thought to the design of learning environments, the design and development of instruction including the role of technology, and the evaluation of learning taking biological, cultural, and contextual factors of learning into consideration. (Prerequisite: PSY701)

PSY760 (3.0 credit hours)

Sociocultural Basis of Behavior

This course is designed to explore the scientific study of the way in which people's thoughts, feelings, and behaviors are influenced by the real or imagined presence of other people. Students will define, discuss, and evaluate the concepts of social psychology, its various theories, and its implications for behavior. Emerging trends and cutting edge research in the following topics will be evaluated: social aspects of self, persuasion, obedience, aggression, prejudice, stereotyping, social influence, and interpersonal attraction. (Prerequisite: PSY701)

PSY770 (3.0 credit hours)

Cross-Cultural Methods of Tests and Measurements

This course focuses on the understanding, evaluating, and applying concepts of testing and psychological assessment. Students will evaluate the commonly administered testing methods and their functions, while judging their effectiveness based on multicultural variables. Students will synthesize this knowledge in an understanding of the need for reliability, validity, understanding test norms, and the importance of acknowledging and practicing diverse cultural sensitivity in testing and assessment. (Prerequisite: PSY701)

Research Courses

RSM700 (3.0 credit hours)

Quantitative Research I

Quantitative Research I is a course in applied statistics introducing doctoral students to descriptive and inferential statistics for doctoral level research. Application of statistical tools and methods will be emphasized. Statistical tools covered will be measures of central tendency and variability, probability, randomization, normal distribution, t-distribution, F-distribution, confidence intervals, hypothesis testing, and correlation. Application to real-life and

research based paradigms is made so students can become adept at interpreting empirical findings and develop the skills necessary to complete original research. (Prerequisite: PSY701)

RSM800 (3.0 credit hours)

Quantitative Research II

Quantitative Research II prepares students to conduct quantitative research in the field of psychology. Students conduct critical literature reviews, evaluate research design, and design research methodology using quantitative methods of data collection and analysis appropriate for research in psychology. Course topics include design of experimental and quasi-experimental research studies, survey design, and methods of analysis appropriate to these studies, including analyzing variance and multiple linear regressions. Emphasis is placed on applying computer based data analysis, statistical reasoning, understanding and use of quantitative research methods, ethical research practices, and practice in communicating research methods through scholarly interpretation, analysis, and writing. (Prerequisite: RSM700)

RSM810 (3.0 credit hours)

Qualitative Research

Qualitative research helps us understand meaning when existing theory fails to explain a phenomenon. This course is designed to give the qualitative researcher the theory, method, and skill to apply a balanced approach to research. Course topics include the purpose and methods of various qualitative traditions as well as interviewing techniques, field observation, content analysis, historical analysis, focus groups, and questionnaire design. Qualitative data collection and analysis techniques are applied to research questions with a focus on understanding phenomenon not resolved by other research methodologies. Decision-making and research methodologies for expanding the body of knowledge are developed and applied. (Prerequisite: PSY701)

RSM812 (3.0 credit hours)

Research Theory, Design, and Methods

This course will focus on the theoretical, methodological, and analytic issues found in various approaches to research in psychology. Specifically this course will provide students the core skills and understanding needed to be able to analyze a research problem choose the best research methodology and design research at that doctoral level. The quantitative, qualitative, and mixed method research designs will be evaluated along with an exploration of the ethical issues related to both conducting research and the publication of the research results. The course will involve application and synthesizing of information through analysis of research across methodologies and through the development of research plans. (Prerequisite: PSY701, RSM700)

RSM820 (3.0 credit hours)

Advanced Research: Pre-Proposal and Literature Review

This course is designed for doctoral researchers to formulate of a problem statement, research question, and determine the most effective research methodology to use for their dissertation. The impact of the study on the profession and addition to the body of knowledge will be developed and defended. Students will also critically review and provide feedback to other doctoral researchers. Students will critically analyze the literature surrounding the research question and write a scholarly review of the research using best practices in APA documentation style. By the end of the course students will have completed the pre-proposal and submitted it to the committee for approval. (Prerequisite: RSM800, RSM810, RSM812)

Teaching Elective Courses

EDL751 (3.0 credit hours)

Leadership: Assessment and Program Evaluation

Assessment is becoming increasingly important in education today at all levels. Educational leaders must be prepared to design and conduct program evaluation and critically assess input from other sources. Assessment of student learning outcomes, classroom assessment techniques, assessment of teaching effectiveness, educational program evaluation, and evaluation of staff development are all important components of an educational leader's tool box.

This course provides the student with the expertise necessary to effectively, ethically, and efficiently conduct educational evaluations and to present and communicate assessment and evaluation results to diverse stakeholder groups.

EDU740 (3.0 credit hours)

Curriculum Design

This course is an advanced study into the theory and application of curriculum design. Students will evaluate curriculum theory and trends reflectively to develop a personal curriculum and curriculum development philosophy. Using a systematic approach, students will design a curriculum including course preparation material, instructional techniques, use of technology, forms of evaluation, and assessment of curricula. Peer review and coaching will encourage critical thinking, analysis, and collaboration in the curriculum design process.

EPY816 (3.0 credit hours)

Advanced Seminar in Teaching Psychology

Through this course students will acquire the theory and skills needed to teach college-level courses. During this course students will explore teaching theory, research, syllabus construction, text selection, lecture planning, how to conduct an effective discussion, assessment development, use of technology in the classroom, and development of effective classroom management skills. Additionally students will have the opportunity to enter the classroom to put these skills into practice. (Prerequisite: EDL751, EDU740, PSY780, PSY701)

PSY780 (3.0 credit hours)

Educational Psychology

This course examines the psychology of learning with an emphasis on both learning and instruction. The fundamental theories of learning that will be explored throughout the course are cognitive, psychosocial, behavioral, and constructivist along with a look at moral development and theories of motivation. Additionally through a review of current practices in the classroom students will come to understand how these theories relate to practice and will develop their own theory of learning that will shape their personal instructional and assessment strategies. (Prerequisite: PSY701)

Research Elective Courses

RSM813 (3.0 credit hours)

Advanced Experimental Design in Psychology

This course focuses on complex experimental designs currently available to the research psychologist. Advanced longitudinal design and analysis will be covered. A strong emphasis will be on how to present methods and findings to a diverse audience of readers. Additional topics will cover other novel advanced experimental designs and current problems in the use of techniques in advanced experimental research design. (Prerequisite: PSY701, RSM700, RSM800)

RSM814 (3.0 credit hours)

Policy Analysis

This course will focus on the application of quantitative methods to policy analysis, combining the study of research design, statistical methods, measurement, and program evaluation. The research focus will be major contemporary policy issues in the field of psychology to provide students with the knowledge and tools to define relevant research questions; to guide program design and operations, as well as to guide policy development; to map questions to appropriate methods of research; to judge the quality of research evidence; and to design strong analysis and evaluation strategies for various purpose. A significant focus will be on how to present quantitative findings to broad audiences. (Prerequisite: PSY701, RSM700, RSM800)

RSM815 (3.0 credit hours)

Psychometrics

This course focuses on preparing graduates to conduct and apply research to discover and validate psychological processes and principles to optimize human performance. Students will refine sophisticated statistical and analytical capabilities to develop coherent and coordinated statistics, psychological testing, educational assessment, program evaluation and other applied research techniques. Quantitative and methodological skills needed to construct valid measurements and assessments, especially measurement theory, research design, evaluation, and qualitative tools will be applied. (Prerequisite: PSY701, RSM700, RSM800)

RSM816 (3.0 credit hours)

Program Evaluation (Project Focused)

This course examines the nature, method and process of evaluative research focusing on developing and applying a program evaluation project. Ethical guidelines and legal issues are considered while working with the various research methodologies appropriate to the field of psychology. (Prerequisite: PSY701, RSM813, RSM814, RSM815)

PAGE 282, DOCTOR OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

Replace this section with the following:

Doctor of Business Administration Degree

Major Course Requirements

Core Courses Descriptions

DBA700 (3.0 credit hours)

Foundations in Business Research Writing

The course focuses on business research writing and enables students to gather and assess information and ideas in the exercise of academic inquiry. The course provides a solid foundation necessary for academic writing, from identifying a problem to submitting a paper for publication. Topics include: problem identification, formulating a hypothesis, finding and using authoritative sources, paraphrasing and summarizing information, writing literature reviews, identifying a methodology, evaluating and interpreting results, crediting sources, and writing, revising, and formatting the research paper. (Program co-requisite)

DBA710 (3.0 credit hours)

Management and Leadership Approaches

Doctoral students will increase their learning on the history and evolution of management thought to evaluate the effectiveness of management functions in the modern organization. Doctoral Students will perform an in-depth exploration of the different management approaches in domestic and global organizations as well as management's impact on organizational design, organizational behavior, leadership, international business, ethics, social responsibility, and the legal landscape. (Co-requisite: DBA700)

DBA720 (3.0 credit hours)

Global Business

The course examines the theory and practice of international and global business focuses on the organizational structures, strategies and operations of Multinational Enterprises (MNEs). Global political, economic, and social environment within which MNE operates, together with issues, such as cross-culture, labor and environmental standards are linked to the topics. This course provides a solid framework for all doctoral students and for the doctoral specialization in Global Management. (Co-requisite: DBA700)

DBA730 (3.0 credit hours)

The Global Economy

The course examines how to better understand the economic environment by studying periods of prosperity and crises in domestic and global settings. The primary focus will be on the events leading up to economic crises and recoveries and the analysis and synthesis of data used to forecast those movements. Topics will include financial system crises, natural disasters, wars, inflation (or deflation), risk and volatility measures, and econometric models. Doctoral students will utilize event studies, classroom discussions, and brief assignments that will allow them to

better understand both short-term and long-term consequences of domestic and global economic events. There will be a heavy emphasis on the adaptation of organizational strategies to reflect current economic realities and possible outcomes.(Co-requisite: DBA700)

DBA740 (3.0 credit hours)

Financial Theory and Policy

Doctoral students will learn the seminal theories which form the foundation of finance. These theories include, but are not limited to, the capital asset pricing model, arbitrage pricing theory, option pricing theory, and the Modigliani-Miller theorems. Additional topics such as the term structure of interest rates, capital budgeting, the Efficient Market Hypothesis, capital structure, dividend policy and international business will also be studied. (Co-requisite: DBA700)

DBA750 (3.0 credit hours)

Marketing Management

The course covers the full range of principles, theories, and practice of management of the marketing function. Students will learn the theories of the field including both key seminal literature and current published research. Students will explore problem-solving techniques for practical application through cases and modeling techniques, and will study current developments in marketing from both academic and practitioner perspectives. (Co-requisite: DBA700)

MBA760 (3.0 credit hours)

Strategic Decision Making for Managers

The course will explore and examine the effective leadership approaches in organizations that have contributed to the organization's success. Since good decisions are driven by data and statistical evidence, business executives and professionals will acquire the ability to adjust decisions on scientific analysis of data. The course will enable business executives and professionals to intelligently collect, analyze, interpret, and present data relevant to decision-making. These conclusions from the analysis will lead managers to design, develop, implement, and effectively disseminate policies through information systems & technology.(Pre-requisite: DBA700, DBA710, DBA720, DBA730, DBA740, DBA750, DBR800, DBR810, DBR811)

Research Course Descriptions

DBR800 (3.0 credit hours)

Methods and Analysis of Quantitative Research

The course focuses on descriptive and inferential statistical methods across the disciplines. Students will identify and interpret variables, data entry procedures, analysis and presentation of data. The material presented will include identification of categories of abstract representation of data, descriptions of data entry procedures, analysis, and presentations. Students will critique descriptive research studies. Computer applications, logistical issues of data collection, and ethical considerations are examined. Upon completion of this course, students will produce a final project that includes SPSS procedure selection and execution, application, analysis, and interpretation of a data set. It is recommended that students have a minimum working knowledge of basic Excel or SPSS functions prior to taking this course. (Pre-requisite: DBA700)

DBR810(3.0 credit hours)

Methods and Analysis of Qualitative Research

The course is designed to give researchers the assumptions, theories, and processes of qualitative inquiry. Course topics include the purpose and methods of various qualitative traditions as well as interviewing techniques, field observations, content analysis, focus groups, and questionnaire design. Decision making and research methodologies for expanding the body of knowledge are developed and implemented. (Pre-requisite: DBA700)

DBR811(3.0 credit hours)

Mixed Methods

This course provides students with an understanding of mixed methods (qualitative and quantitative) approaches to research studies. Appropriate strategies for incorporating both quantitative and qualitative paradigms will be analyzed. Specific issues, challenges, and considerations encountered in using mixed methodologies will be addressed in detail. The conflict between positivism and constructivism will be investigated, as will various examples of mixed model designs applicable to business problems. While there are pragmatic advantages to combining qualitative and quantitative methods, it is important to know that there are philosophical debates about combining these distinct approaches. Students need to understand the paradigmatic backgrounds of each approach and how to deal with these paradigm differences to answer real-world research questions. (Pre-requisite: DBA700, DBR800, DBR810)

Marketing Specialization Course Descriptions

MKT851(3.0 credit hours)

Emerging Issues in Marketing

The course is designed to help doctoral students develop both an appreciation for the intellectual growth of marketing as an academic discipline and a set of skills related to the practice of marketing management. Students will analyze the role of marketing in a modern organization and, through the use of case, lecture, and market modeling assignments, will develop skills in planning and executing marketing programs. Students will examine the intellectual underpinnings of marketing as a discipline by comparing and contrasting the development of marketing theories from both an historical as well as philosophical basis. In doing so, they will also be exposed to the basic issues involved with doing scientific research in the social sciences. Additional topics include: e-Commerce, social networking, technology, and new trends to be examined. (Pre-requisite: All core and research courses)

MKT852 (3.0 credit hours)

Seminar in Global Marketing

The course is designed to develop an understanding of the problems and opportunities present in the international business environment and the challenges involved in the development and implementation of the international corporate/marketing strategy. It includes an analysis of the environment of international markets, theories and models, market research methodology, and the marketing mix. (Pre-requisite: All core and research courses)

MKT853 (3.0 credit hours)

Seminar in Marketing Models and Theory

This course is designed to prepare doctoral students in marketing for the dissertation by providing them with the skills to develop theory within a marketing context. The students will examine a structured theory development procedure and will complete a theory development paper. In addition, students will read and critique works in the field. (Pre-requisite: All core and research courses)

MKT854 (3.0 credit hours)

Consumer Behavior Theory and Practice

The course examines new customer theory, the applications of creating theoretical constructs incorporating marketing dominant logic, customer lifetime value models, and analytical methods to develop and design consumer response systems. Customer loyalty and satisfaction are measures to help assess impacts of various marketing strategies using techniques and scales to create improved consumer results. Developing promotional methods for practical customer application provides marketing professionals advanced tools to design enhanced service performance and tangible sales programs. Additional topics include: defining consumer responses to the target market and investigating market segmentation to improve overall goal performance.(Pre-requisite: All core and research courses)

MKT855 (3.0 credit hours)

Strategic Service Marketing

Service marketing requires strategies and tactics that are different from traditional goods marketing. The doctoral student will explore service quality theories and measurements, customer expectations and perceptions, business-to-business service applications, a conceptual framework for service recovery, the financial and economic impact of service quality, service innovation and design processes, the customer's role in service delivery, and global services marketing. Students will be evaluated on the basis of several practical assignments using new theories of service quality and they will develop a service marketing plan. Students will be prepared for various career opportunities in services marketing. (Pre-requisite: All core and research courses)

MKT 856 (3.0 credit hours)

Seminar in Research Analysis for Marketing Decisions

The course is designed to help doctoral students master their understanding of the total process of generating and transforming data into information relevant to identification and analysis of issues in the field of marketing. Emphases are placed on research designs: exploratory, descriptive, and causal. Additional topics include: methodologies in measurement and scaling, sampling, inferential statistics, and techniques of data collection. (Pre-requisite: MKT851, MKT852, MKT853, MKT854, MKT855)

Global Organizational Leadership Program Description

LDR811(3.0 credit hours)

In-Depth Exploration of Organizational Behavior

Doctoral students will analyze the importance of how management at all levels and employees view organizations. In depth studies on perception, effective communication, culture, motivation, groups, teams, leadership styles, and power will be researched thoroughly to contribute to their increased mastery of organizational behavior. (Pre-requisite: All core and research courses)

LDR812(3.0 credit hours)

Analysis of Management History, Theory, and Leadership Thought I

Doctoral students will research the history of management, the emergence of important leaders, and their contributions to the field. Doctoral students will develop taxonomies of leadership qualities that match their own. The taxonomy will be used as a solid foundation for the leadership plan they will write in LDR 816 Analysis of Management History, Theory, and Leadership II. (Pre-requisite: All core and research courses)

LDR813 (3.0 credit hours)

Leading in the 21st Century

Doctoral students will research leadership practices pre 21st Century and compare and contrast the application of leadership and management thought. Doctoral students compare, contrast, and innovate leadership practices not only for 21st Century organizations but to make them useful for organizational behavior factors such as generational differences, national, multinational, and global organizations and the impact of technology and information systems. (Pre-requisite: All core and research courses)

LDR814 (3.0 credit hours)

Transformational Leadership

Doctoral students will conduct in depth research on transformational leaders and change agents. Effective leadership will be analyzed. Topics include: guiding organizations through innovation, motivation, inspiration, excitement and creating atmospheres of enthusiasm to ensure success in a dynamic business environment. (Pre-requisite: All core and research courses)

LDR815 (3.0 credit hours)

Emerging Leadership Practices

Doctoral students will explore the leadership practices that have emerged as a result of uncertain economic times, recessions, legal landscape and the global arena. Students will analyze and assess the importance of positioning

organizations for success while coping with the economic, social, political, technological, legal, and cultural elements domestically and globally. (Pre-requisite: All core and research courses)

LDR816 (3.0 credit hours)

Analysis of Management History, Theory, and Leadership Thought II

Doctoral students will write a leadership plan that will be all inclusive and comprehensive. The plan will incorporate leadership qualities that apply to their organization based on their initial research in LDR 812 Analysis of Management History, Theory, and Leadership II. Doctoral students will discuss, analyze and propose the mission, vision, and strategic direction of the organization, utilizing scholarship, business, administration, and education. (Pre-requisite: LDR811, LDR812, LDR813, LDR814, LDR815)

Global Business Specialization Course Descriptions

INB821(3.0 credit hours)

Cross Cultural Management and Negotiations

The course explores understanding and managing cultural synergy and human dynamics in a multi-cultural business environment. It offers a selective but broad view of current thinking on culture linked to management, organization, communication and negotiation. The theory and practice of management and negotiation in a cross-cultural global business are examined through models of cross cultural management, which are critiqued and applied to contemporary business cases. (Pre-requisite: All core and research courses)

INB822 (3.0 credit hours)

Global Financial Management

The course emphasizes the managerial perspective of global financial management. Topics include: commercial and investment banking, portfolio analysis and risk assessment, new market development, international business consulting and international business law. The decision-making process is presented with an emphasis on analyzing and selecting informed managerial decisions in an evolving global financial landscape. (Pre-requisite: All core and research courses)

INB823 (3.0 credit hours)

Global Strategic Management

The course combines the principles of international business operations and information systems that enable global trade and operations. Building on the concepts from strategic management, operations management, marketing and human resource management, this course focuses on the management information systems models used in the international business environment and the decision making tool used to best support strategic direction.(Pre-requisite: All core and research courses)

INB824 (3.0 credit hours)

Global Management Information Systems

The course prepares doctoral students to understand and meet the management challenges faced by firms competing internationally. Doctoral students appraise and critique how firms use international strategy to build and sustain competitive advantage in an international context. Topics include: logistical designs, cost volume profit analysis, decision analysis and design, knowledge based systems, project management, disaster recovery, and strategic planning.(Pre-requisite: All core and research courses)

INB825 (3.0 credit hours)

Global Supply Chain Management

Global Supply Chain Management (GSCM) combines the essential business processes along with the knowledge and skills required to manage within a global business environment. The course focuses on the dynamics of sourcing including how products, services, and information are developed. Doctoral students will analyze the benefits and challenges of global sourcing and logistics, and understand how to design and manage a sustainable global supply chain system. Topics include: strategic supply-chain management practices, global sourcing, logistics

and supply chain operation, sustainable logistics, and supply chain systems designs. (Pre-requisite: All core and research courses)

INB826 (3.0 credit hours)

Advanced Topics in Global Management

Doctoral students will integrate principles and practices of international trade and investment, global finance, global human resource management, global supply chain management, global marketing management and risk management to achieve a global mindset. Course topics include: globalization and localization, doing business in developing countries, global strategy, multinationals' entry mode, and business disaster recovery. (Pre-requisite: INB821, INB822, INB823, INB824, INB825)

Dissertation Course Descriptions

DISS901 (3.0 credit hours)

Dissertation I: Pre-Proposal, Literature Review, Chapter I

The course is the first in the series of dissertation courses, designed to establish the framework for a successful dissertation process. Doctoral students complete the CITI training and petition for the dissertation committee; and demonstrate expertise in writing conceptually cogent Chapters 1 and 2. Researchers are provided with resources, guidance, and peer and mentor support as they write their proposal and dissertation. (Pre-requisite: Candidacy and two (2) specialization courses)

DISS902 (3.0 credit hours)

Dissertation II: Methodology, Proposal

The course is designed for the doctoral student to finalize and defend the proposal. Application for IRB approval will be made prior to conducting research approved by the committee and described in the proposal. Doctoral students will demonstrate expertise conducting conceptually cogent and methodologically rigorous research, analyzing findings, making recommendations, and generating appropriate conclusions. (Pre-requisite: DISS901, four (4) specialization courses)

DISS903 (3.0 credit hours)

Dissertation III: Chapter IV

The course is designed for the doctoral candidate to conduct and analyze research approved by the committee and described in the proposal. Doctoral candidates will demonstrate expertise conducting conceptually cogent and methodologically rigorous research, analyzing findings, making recommendations, and generating appropriate conclusions to finalize the dissertation. Dissertations are submitted to the researcher's committee for approval. After approval is received, with the guidance of the mentor, doctoral candidates complete their formal defense of the dissertation then prepare and submit the dissertation to the University for approval. Approved dissertations are prepared for publication. Researchers are provided with resources, guidance, and peer and mentor support as they write their dissertation. (Pre-requisite: DISS902, six (6) specialization courses)

DISS904 (3.0 credit hours)

Dissertation IV: Chapter V, Defense

The course is designed for the doctoral candidate to conduct and analyze research approved by the committee and described in the proposal. Doctoral candidates will demonstrate expertise conducting conceptually cogent and methodologically rigorous research, analyzing findings, making recommendations, and generating appropriate conclusions to finalize the dissertation. Dissertations are submitted to the researcher's committee for approval. After approval is received, with the guidance of the mentor, doctoral candidates complete their formal defense of the dissertation then prepare and submit the dissertation to the University for approval. Approved dissertations are prepared for publication. Researchers are provided with resources, guidance, and peer and mentor support as they write their dissertation. (Pre-requisite: DISS903)

DISS900 Continuing Dissertation Services (0 credit hours)

Continuation of DISS901, DISS902, or DISS904 (for candidates who have successfully defended but have not fulfilled all other requirements). Candidates will be enrolled in continuing dissertation services if the dissertation course is not completed within the term. Students will automatically be enrolled in DISS900 in order to receive dissertation services from their committee chair or committee members. Additionally, candidates who have successfully defended in DISS904 but have not fulfilled all other requirements will be automatically enrolled in DISS900.

DISS905 Continuing Dissertation Services II (1.5 credit hours)

Continuation of DISS904. If DISS904 is not completed within the term, students will automatically be enrolled in DISS905 in order to receive dissertation services from their committee chair or committee members. Candidates who have successfully defended but have not fulfilled all other requirements will be automatically enrolled in DISS900.

PAGE 291, EDUCATION SPECIALIST COURSE DESCRIPTIONS

Insert the following sections before “MASTER OF ARTS DEGREE”:

EDUCATION SPECIALIST DEGREES

EDUCATIONAL LEADERSHIP

Education Specialist Degree

Major Course Requirements

EDL750 (3.0 credit hours)

Leadership: Theory and Management

Educational leaders must demonstrate the ability to practically apply leadership theory in management of educational institutions at all levels. This course is an in depth study of the theoretical and conceptual basis of educational leadership, its application to management and the roles and responsibilities of school leaders. Topics include contemporary theorists, self-reflection and self-analysis of personal strengths and weaknesses as a school leader, organizational change, motivation theory, decision-making strategies, ethics, and communication of organizational vision.

EDL751 (3.0 credit hours)

Leadership: Assessment and Program Evaluation

Assessment is becoming increasingly important in education today at all levels. Educational leaders must be prepared to design and conduct program evaluation and critically assess input from other sources. Assessment of student learning outcomes, classroom assessment techniques, assessment of teaching effectiveness, educational program evaluation, and evaluation of staff development are all important components of an educational leader’s tool box. This course provides the student with the expertise necessary to effectively, ethically, and efficiently conduct educational evaluations and to present and communicate assessment and evaluation results to diverse stakeholder groups.

EDL752 (3.0 credit hours)

Leadership: Reform and Innovation

Educational leaders must be forward looking to build successful schools. They must also possess the critical review skills required to initiate and lead reform. This course focuses on change, behavior, leadership theories and futuring tools to gain a practical understanding of educational change processes and their associated impacts on educational practice. Critical thinking, scholarly inquiry, and research are integrated to develop theoretically grounded reform and innovation initiatives to meet current and future needs.

EDL753 (3.0 credit hours)

Leadership: Human Resources and Professional Development

School leaders today work toward developing professional learning communities in which students develop their academic potential. The primary resource necessary for successful acquisition of students' academic potential is the people who work in the institution. The successful school leader must recruit, orient, motivate, develop, evaluate, and sometimes terminate the human resources within the institution. This course is a research and application based evaluation of the planning and execution of human resource theory. Topics include ethical decision making, human resource law, diversity recruiting and retention, recruitment, selection, credentialing, and terminating employees. Professional and staff development best practices, trends, and issues are also applied.

EDU710 (3.0 credit hours)

Ethical and Legal Issues in Education/Leadership

This course is an intensive study focused on legal and ethical perspectives in education. Students will practice thinking logically, critically, conceptually, and analytically about legal and ethical issues affecting the field of education. Topics include liability, due process, search and seizure, employment law, discrimination, expression of controversial views, legal and ethical issues in school financing, NCLB, accreditation and regulatory issues, federal and state laws, FERPA, student rights, ADA, and legal aspects of technology. Ethical theories of problem-solving and resolution strategies, focusing on anticipating legal issues before they arise and utilizing methods and tools to prevent and resolve legal problems will be practiced.

EDU712 (3.0 credit hours)

Policy, Politics, and Community Relations

This course is an in depth an analysis of educational politics and policy and the role of community relations in school leadership. Emphasis is placed on theoretical and conceptual analysis of political behavior, legislation and political and policy trends affecting schools today. Educational stakeholders, their roles and impact on schools, and management of community relations are evaluated and assessed with a special emphasis on ethical decision-making.

EDU730 (3.0 credit hours)

Funding of Educational Institutions

This course examines public and private funding for educational institutions. Course topics include regulatory issues relating to funding, the role of politics in education funding, present and future funding patterns and school finance reform.

EDU740 (3.0 credit hours)

Curriculum Design

This course is an advanced study into the theory and application of curriculum design. Students will evaluate curriculum theory and trends reflectively to develop a personal curriculum and curriculum development philosophy. Using a systematic approach, students will design a curriculum including course preparation material, instructional techniques, use of technology, forms of evaluation, and assessment of curricula. Peer review and coaching will encourage critical thinking, analysis, and collaboration in the curriculum design process.

IDT720 (3.0 credit hours)

Designing Training and Performance Solutions

Educational managers are more effective if they possess a repertoire of training and performance tools with which to manage teachers, staff, and students. This course is designed to give educational leaders the theoretical and practical skills to design training and performance solutions, integrating instructional design techniques common in education today. Course topics include learning theories, instructional and performance design models, assessment and evaluation techniques, and training technology. Students design and implement an intervention by conducting a needs assessment, diagnosing the results, developing a solution for the performance gap, and continuously evaluating and assessing the intervention.

IDT721 (3.0 credit hours)

Leading Innovation Technology

This course is designed to provide educators the leadership and management decision-making skills for applications and advancements of technology in education. Learning theory forms the basis for using technology in the classroom and will be applied to assessing technological resources and innovation. Course topics include: instructional delivery using multimedia, matching technologies to outcomes, cost and funding of technology, and trends in instructional technology. Risks and threats with the wide availability of media (the internet, iPods, cell phones, and others) to classroom security and ethical student behavior are assessed and evaluated.

INSTRUCTIONAL DESIGN AND TECHNOLOGY

Education Specialist Degree

Major Course Requirements

EDU710 (3.0 credit hours)

Ethical and Legal Issues in Education/Leadership

This course is an intensive study focused on legal and ethical perspectives in education. Students will practice thinking logically, critically, conceptually, and analytically about legal and ethical issues affecting the field of education. Topics include liability, due process, search and seizure, employment law, discrimination, expression of controversial views, legal and ethical issues in school financing, NCLB, accreditation and regulatory issues, federal and state laws, FERPA, student rights, ADA, and legal aspects of technology. Ethical theories of problem-solving and resolution strategies, focusing on anticipating legal issues before they arise and utilizing methods and tools to prevent and resolve legal problems will be practiced.

EDU712 (3.0 credit hours)

Policy, Politics, and Community Relations

This course is an in depth an analysis of educational politics and policy and the role of community relations in school leadership. Emphasis is placed on theoretical and conceptual analysis of political behavior, legislation and political and policy trends affecting schools today. Educational stakeholders, their roles and impact on schools, and management of community relations are evaluated and assessed with a special emphasis on ethical decision-making.

EDU730 (3.0 credit hours)

Funding of Educational Institutions

This course examines public and private funding for educational institutions. Course topics include regulatory issues relating to funding, the role of politics in education funding, present and future funding patterns and school finance reform.

EDU740 (3.0 credit hours)

Curriculum Design

This course is an advanced study into the theory and application of curriculum design. Students will evaluate curriculum theory and trends reflectively to develop a personal curriculum and curriculum development philosophy. Using a systematic approach, students will design a curriculum including course preparation material, instructional techniques, use of technology, forms of evaluation, and assessment of curricula. Peer review and coaching will encourage critical thinking, analysis, and collaboration in the curriculum design process.

IDT720 (3.0 credit hours)

Designing Training and Performance Solutions

Educational managers are more effective if they possess a repertoire of training and performance tools with which to manage teachers, staff, and students. This course is designed to give educational leaders the theoretical and practical skills to design training and performance solutions, integrating instructional design techniques common in education today. Course topics include learning theories, instructional and performance design models, assessment and evaluation techniques, and training technology. Students design and implement an intervention by conducting a needs assessment, diagnosing the results, developing a solution for the performance gap, and continuously evaluating and assessing the intervention.

IDT721 (3.0 credit hours)

Leading Innovation Technology

This course is designed to provide educators the leadership and management decision-making skills for applications and advancements of technology in education. Learning theory forms the basis for using technology in the classroom and will be applied to assessing technological resources and innovation. Course topics include: instructional delivery using multimedia, matching technologies to outcomes, cost and funding of technology, and trends in instructional technology. Risks and threats with the wide availability of media (the internet, iPods, cell phones, and others) to classroom security and ethical student behavior are assessed and evaluated.

IDT723 (3.0 credit hours)

Instructional Design Theory

Students will investigate and apply a range of instructional design theories and design processes, from analysis through evaluation and implementation. Contemporary theory and instructional design systems will be used in the process of developing a course plan, instructional strategies, course assessment, and evaluation processes. The course concepts are applicable to K-12, higher education, and training environments.

IDT724 (3.0 credit hours)

Analysis and Design of Technology-Based Learning Models

Students will evaluate technology enhanced learning models on a continuum ranging from the Socratic Method to independent study. At each point along the continuum students will identify and examine appropriate course constructs, support structures, role of student and instructor, application of technologies, and creating a balance that optimizes student success and completion rates.

IDT725 (3.0 credit hours)

Instructional Multimedia

Students will create a multimedia lesson plan for integration into K-12, higher education, or organizational training, using audio and video computer hardware and software in supporting interactive instruction. Video production, social networking, and other web-based applications will be used as an alternative form of multimedia.

IDT726 (3.0 credit hours)

Current Issues in Instructional Technology

This course provides an in-depth exploration, analysis, and discussion of trends and issues that will impact the future of instructional design. The contributions of key instructional design theorists, futurists, and scholars will be used in predicting the future of instructional design and related fields.

PAGE 293, MASTER DEGREE COURSE DESCRIPTIONS—MASTER OF ACCOUNTANCY

Insert the following before MASTER OF BUSINESS ADMINISTRATION DEGREES:

MASTER OF ACCOUNTANCY DEGREE

Major Course Requirements

ACG 5135 (3.0 credit hours)

Advanced Accounting Theory

Students study the theoretical structure of accounting, with special attention to assets, liabilities and income recognition and measurement. In addition, students will discuss pronouncements of professional accounting organizations in the current standard setting environment. Program Co-requisite

ACG 5255 (3.0 credit hours)

Advanced International Accounting Concepts

Students study the conceptual framework for the preparation and presentation of financial statements under International Financial Reporting Standards (IFRS). This course will compare and contrast US Generally Accepted Accounting Principles (GAAP) and IFRS for select accounting transactions. Students will be introduced to the measurement and accounting for the operating results and financial position of multinational corporations involving transactions with foreign currencies. The course also covers foreign exchange risk management techniques in hedging activities. Co-requisite: ACG 5135

ACG 5835 (3.0 credit hours)

Ethical Issues in Accounting

Students are introduced to the guidelines for ethical professional practice as it relates to the accounting profession and the application of these guidelines as they relate to real-world case situations. Emphasis is placed on various accounting professional codes of ethics and related legal responsibilities that guide accounting professionals in the performance of their duties. Co-requisite: ACG 5135

ACG 6138(3.0 credit hours)

Advanced Financial Reporting and Accounting Concepts

Students study advanced topics in financial reporting and accounting that focus on corporate reporting, current financial reporting and disclosure requirements. Co-requisite: ACG 5135

ACG 6367 (3.0 credit hours)

Advanced Cost/Managerial Accounting

Students study the mechanics of managerial accounting. Students learn to improve managerial decisions by constructing decision models and measuring information. Students also use ratio analyses to compare current results to prior results and for comparison with competitors. Co-requisite: ACG 5135

ACG 6505 (3.0 credit hours)

Advanced Governmental and Fund Accounting

A study of accounting local, state, and federal government units and non-profit entities such as educational institutions and health care organizations. The course covers the classification and use of fund accounting to insure the efficient use and tracking of public funds in such entities, including budgeting, purchasing, and financial activities, and the presentation of financial reports by these types of organizations. Co-requisite: ACG 5135

ACG 6625 (3.0 credit hours)

Advanced Accounting Information Systems

This course provides students with the knowledge of how accounting information systems function in business organizations. Transaction flowcharting and internal controls of the revenue, expenditure, and conversion cycles are covered in detail. Attention is also focused on computerized (EDP) controls, issues related to the auditing of information systems in business organizations and the special techniques of auditing required in EDP accounting systems. Co-requisite: ACG 5135

ACG 6635 (3.0 credit hours)

Advanced Auditing Theory and Applications

Students study the theory of auditing and development of audit programs; procedures for obtaining audit evidence and auditor responsibilities under both the Securities and Exchange Commission (SEC) and the American Institute of Certified Public Accountants (AICPA). Co-requisite: ACG 5135

ACG 6685 (3.0 credit hours)

Fraud Examination Concepts

Students study theory and techniques relating to fraud auditing and fraud examination. This course focuses on specific areas related to the recording, reporting, and prosecution of fraudulent activities, internal auditor responsibilities in the audit for fraud, and fraud detection and prevention techniques. Co-requisite: ACG 5135

ACG 6686 (3.0 credit hours)

Contemporary Issues in Fraud Examination

Students study the use of technology for the detection and prevention of financial fraud and the examination of emerging practices, regulatory trends and current issues facing anti-fraud professionals. Co-requisite: ACG 5135

ACG 6687 (3.0 credit hours)

Fraud Examination Conduct and Procedures

Students study theory with an emphasis on the conduct of fraud examinations, including a discussion of specific procedures used in forensic accounting examinations and the reasoning behind the use of these procedures. Coverage extends to prevention, investigation, and deterrence of specific types of fraud committed against organizations and individuals. Co-requisite: ACG 5135

ACG 6688 (3.0 credit hours)

Fraud Examination and the Legal Environment

Students study theory with an emphasis on federal legislation related to fraud examinations including coverage of laws that preserve the rights of individuals suspected of committing fraud and laws that govern civil and criminal prosecutions, the admittance of evidence, and the testimony of expert witnesses. Co-requisite: ACG 5135

ACG 6808(3.0 credit hours)

Contemporary Issues in Accounting

Students integrate their accounting knowledge through critical analysis, practical research assignments and cases including controversial and emerging practices. Co-requisite: ACG 5135

ACG 6816 (3.0 credit hours)

Professional Accounting Research

Students examine the uses of professional literature and technology for problem solving in financial accounting, auditing and taxation contexts. Prerequisite: A minimum of thirty credits in program, must be taken in the final term of enrollment and may be taken concurrently with last core course.

BUL 6831 (3.0 credit hours)

Advanced Contract and UCC Law

Students will research the ethical behavior and concepts of law as applied to the accounting profession, including contracts, the uniform commercial code (UCC), agency, debtor-creditor relationships, business structure, and governmental regulations of business. Co-requisite: ACG 5135

TAX 6877(3.0 credit hours)

Special Topics in Taxation

Tax research as applied to both closed fact and controllable fact cases. Methods for locating and assessing relevant authority on specific tax questions are emphasized. The course will include a survey of the rules administering the practice before the Internal Revenue Service and the various federal income tax provisions applicable to filing, examination, and appeals. Co-requisite: ACG 5135

PAGE 293, COURSE DESCRIPTIONS—MBA

Replace this section with the following:

MASTER OF BUSINESS ADMINISTRATION DEGREES

Major Course Requirements

ACG501 (3.0 credit hours)

Survey of Accounting

Students learn an integral system of financial accounting. Topics include accounting information and business decision-making, financial reporting, time value of money, ratio analysis and financial statements. Additionally, students learn to analyze and present financial accounting data. Co-requisite: MAN571

ACG5075 (3.0 credit hours)

Accounting for Decision Making

Students learn to analyze and present financial and managerial accounting data. Topics include measurement of costs, planning, forecasting, budgeting, cost/revenue/profit analysis, Sarbanes-Oxley Act and corporate trust. Co-requisites: MAN571 Prerequisite: ACG501

FIN521 (3.0 credit hours)

Financial Management

Students learn fundamental principles and concepts of financial management. Various tools and cases are used to assist and train financial managers in decision-making. Topics include the analysis of risk and return, valuation of financial assets, capital budgeting applications, capital structure management, mergers and acquisitions, leveraged buyouts and working capital management. Co-requisite: MAN571 Prerequisite: ACG501

MKT531 (3.0 credit hours)

Marketing Management

Students gain the knowledge and skills necessary to understanding the critical role of marketing in successful organizations. Topics include segmentation analysis, target markets, positioning, marketing mix elements, supply chain, marketing communication and pricing. Co-requisite: MAN571

MAN542 (3.0 credit hours)

Business Research Methods

Students learn to conduct qualitative and quantitative research that contributes to business decision-making. Practical knowledge includes secondary data searches; questionnaire, interview, and case study design; data analysis and display; and written and oral reports. Business research ethics will be addressed. Co-requisite: MAN571

MAN551 (3.0 credit hours)

International Business

Students learn key aspects of the international business environment and their impact on creating opportunities and challenges for business. Topics include theories, institutions, conventions and agreements affecting international business, as well as effective strategies for improving business performance in the global market. Practical experience is gained through the analysis of real-world cases and projects. Co-requisite: MAN571

MAN562 (3.0 credit hours)

Business Information Systems

Case based analysis of a broad range of managerial as well as technical issues. Topics include technology, information systems high-level architecture, competitive advantage of information technology, software, information flow within organizations, electronic commerce systems, leadership decision support systems, ethical and legal aspects of IS, and successful development of business solutions. Co-requisite: MAN571

MAN571 (3.0 credit hours)

Organizational Behavior

Students focus on three factors that contribute to successful organizational performance: individual behavior, group/team behavior and organization-wide processes. Topics include ethics, diversity, communication, motivation,

leadership, conflict management and organizational culture, structure and change. Learning activities emphasize practical application of organizational theory.

MAN573 (3.0 credit hours)

Project Management

This course provides a deep understanding of project management processes, behavioral and technical tools for effective planning, scheduling, controlling projects activities, managing and implementing projects. Students learn applications and how to develop a project through several stages of implementation and how to manage projects in modern organizations. Some of the key areas include the Critical Path Method (CPM), Program Evaluation and Review Technique (PERT), Gantt Charting, and communication processes as they apply to operational and service activities in today's modern business and management operations. Co-requisite: MAN571

ECO581 (3.0 credit hours)

Managerial Economics

Students are given an overview of key influences in a company or industry task environment. The course analyzes the potential impact of these influences on profits and alternative strategies which are profitable and available to managers in a competitive environment. Topics include consumer behavior and its impact on demand and revenue, fixed and variable costs of production, competitive and non-competitive markets and their implications for business strategy and profitability and the importance of resource markets for labor and capital. Co-requisite: MAN571

ACCOUNTING CONCENTRATION

ACG 6138(3.0 credit hours)

Advanced Financial Reporting and Accounting Concepts

Students study advanced topics in financial reporting and accounting that focus on corporate reporting, current financial reporting and disclosure requirements. Prerequisites: BA in Accounting or equivalent. Must be taken after core courses are completed or concurrently with last core course.

ACG 6635 (3.0 credit hours)

Advanced Auditing Theory and Applications

Students study the theory of auditing and development of audit programs; procedures for obtaining audit evidence and auditor responsibilities under both the Securities and Exchange Commission and the AICPA. Prerequisites: BA in Accounting or equivalent. Must be taken after core courses are completed or concurrently with last core course.

ACG 6808(3.0 credit hours)

Contemporary Issues in Accounting

Students integrate their accounting knowledge through critical analysis, practical research assignments and cases including controversial and emerging practices. Prerequisites: BA in Accounting or equivalent. Must be taken after core courses are completed or concurrently with last core course.

TAX 6877(3.0 credit hours)

Special Topics in Taxation

Tax research as applied to both closed fact and controllable fact cases. Methods for locating and assessing relevant authority on specific tax questions are emphasized. The course will include a survey of the rules administering the practice before the Internal Revenue Service and the various federal income tax provisions applicable to filing, examination, and appeals. Prerequisites: BA in Accounting or equivalent. Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)

Capstone: Business Strategies

Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the

course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

HEALTH SERVICES MANAGEMENT CONCENTRATION

HSM 691 (3.0 credit hours)

Quality Management in Healthcare

This course provides the student an overview of the theory, principles and techniques of quality management in healthcare settings. Topics include but are not limited to quality assurance, quality improvement, outcomes assessment, and tools commonly used to enhance quality of service and care in the healthcare industry.

HSM692 (3.0 credit hours)

Strategic Management of Health Services Organizations

Students integrate concepts learned in core and concentration courses with relevant professional and personal experience and apply this knowledge to a significant, real-world, leadership-related business challenge. The focus of the course will be on the role and function of strategic planning as it pertains to health care organizations. Students will scrutinize strategic plans and organizational strategies in relation to the complexity of the United States healthcare system. Must be taken after core courses are completed or concurrently with last core course.

HSM693 (3.0 credit hours)

Corporate Compliance in Healthcare

This course provides the student the basic structure of a corporate compliance program including laws and penalties surrounding compliance and monitoring/auditing practices. The course will identify areas of concern and risk for various healthcare settings. Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)

Capstone: Business Strategies

Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

INFORMATION SECURITY MANAGEMENT CONCENTRATION

ISM 661 (3.0 credit hours)

Virtual Systems in a Global Economy

This course focuses on the security and corporate responsibility associated with the implementation of management of information systems in virtual environments. It also addresses the flexibility required by I.S. Managers in these environments. Topics covered include mobile computing, telecommunications, cloud networking, virtual appliances, and mobile procurement systems. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

ISM 662 (3.0 credit hours)

Information Security Management

This course focuses on the challenges and management opportunities presented in information security Topics covered include global issues in cyber-law and identity theft, intellectual property and copyright, mobile access & security standards, corporate compliance, WiFi hotspots, regulatory issues, encryption, and network intrusion. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

ISM 663 (3.0 credit hours)

Business Intelligence Systems

This course refers to computer-based techniques used in identifying, extracting, and analyzing business data on the management of business intelligence and the systems designed to measure an organization's progress. Topics covered include the corporate management and security issues associated with data warehousing, mobile intelligence systems, global Data Analytics, competitive advantage, executive dashboards, logistical systems, and predictive analysis. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

Capstone: Business Strategies

Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

INTERNATIONAL BUSINESS CONCENTRATION

ECO651 (3.0 credit hours)

International Trade

Students gain knowledge of important theories, concepts, institutions and issues affecting international trade. Topics include theories on specialization and trade, reasons for and types of trade barriers, exchange rate systems, measures of balance of trade and payments, trade agreements and the role of international institutions such as the World Trade Organization, World Bank and International Monetary Fund. Students gain practical understanding through the use of real-world cases and projects. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MKT652 (3.0 credit hours)

International Marketing Management

Students examine marketing practices in a global environment. They examine types of decisions that marketing managers make when expanding into a foreign market. The course assumes familiarity with general marketing management and utilizes this as a base to develop insights and understanding of international marketing. It relates various economic, social, political, religious and legal dimensions of the world to the marketplace. Special emphasis is placed on the impact of cultural values and political systems on businesses operations, business transactions and global marketing strategies. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

FIN653 (3.0 credit hours)

International Financial Management

Students gain an understanding of international financial management essential to foreign investors and to international business executives. Topics include international monetary system, risk and returns of international firms, exchange rates for financial reporting, currency exposure, international equity and bond markets and capital budgeting for foreign investment. Other important topics include international merger and acquisition, leveraged buyouts and financing strategy in building global businesses. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)

Capstone: Business Strategies

Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

LEADERSHIP FOR MANAGERS CONCENTRATION

MAN671 (3.0 credit hours)

Leadership Development

Students develop leadership competencies by examining the behaviors, skills and styles of effective leaders and use them as benchmarks to assess their own strengths and needs for improvement. Topics include participative leadership, coaching and empowerment; power and influence strategies; contingency models of leadership and innovation-oriented leadership. Personal leadership action plans are used to document transition to desired behaviors.

Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MAN672 (3.0 credit hours)

Human Resources Management

Students learn to create competitive advantage by maximizing employee effectiveness and efficiency. Leadership involves attracting, selecting and retaining exceptional job candidates; training and developing employees to meet current and future organizational needs; managing and improving performance; and building high-performance work teams. Research requires analysis and resolution of human resource challenges facing today's organizations.

Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MAN673 (3.0 credit hours)

Organizational Change

Students apply organizational change theory to complex organizational issues. Leaders must be able to create a vision for change, diagnose organizational problems, implement organizational redesign and cultural change, and measure effectiveness. Case studies emphasize the need to manage resistance to change and reinforce new behaviors.

Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)

Capstone: Business Strategies

Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage.

Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

MARKETING CONCENTRATION

MKT632 (3.0 credit hours)

Marketing Research Methods

Students gain an understanding of various marketing information needs of an organization. Topics include definition of research objectives, data sources, research design, interpretation of data and evaluation of research proposals and results. The course focuses on applying marketing research concepts to solving real-world problems through applied research exercises and experiential research development projects.

Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MKT633 (3.0 credit hours)

Promotional Strategy

Students learn the formulation and execution of promotional strategy of a marketing plan, thus developing strategic thinking in all aspects of marketing communication. Integrated promotional strategy topics include advertising, sales promotion, personal selling, direct marketing and public relations and publicity. The course includes a variety of application exercises such as cases and real-world promotional projects.

Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MKT634 (3.0 credit hours)

Advanced Consumer Behavior

An in-depth study of how psychological, sociological, and cultural variables influence buying behavior and marketing strategy development. It focuses on identifying the relevant behavioral variables in a given product purchase situation and determining how marketing strategy can be adapted to meet the ways in which consumers perceive, select, and buy. It uses advanced cases and a field study project. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)

Capstone: Business Strategies

Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration

PAGE 304, COURSE DESCRIPTIONS—MS INFORMATION SECURITY

Insert the following above NURSING:

INFORMATION SECURITY

Major Course Requirements

ISS500 (3.0 credit hours)

Operating Systems and Application Support

This introductory course is designed to provide students with a brief historical perspective of the evolution of operating systems over the last fifty years, and then cover the major components common to most operating systems today including application support in distributed systems. Particular emphasis will be given to three major OS subsystems: process management (processes, threads, CPU scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping), and file systems.

ISS510 (3.0 credit hours)

Enterprise Information Systems and Networks

This course provides a set of latest approaches in designing IT infrastructures aligning them with enterprise business activities at the architectural level, including business architecture, information architecture, solution architecture, and technology architecture. Topics include: virtualization, OSI model. TCP/IP, IPv4, IPv6, modeling techniques used to represent logical and conceptual web enabled information system designs, access mechanisms, storage pools, encryption and data protection and various networking technologies in LANs/MANs/WANs. Prerequisite: ISS500

ISS520 (3.0 credit hours)

Database Systems and Security

This course is designed to provide students with an understanding of database management system fundamentals, data models, design, implementation and processing. Topics include the relational model and languages, database analysis and design, distributed systems, storage structures, data definition languages, and data manipulation languages for the relational approach to database management. Prerequisite: ISS500

ISS630 (3.0 credit hours)

Secure Client-Server Computing

This course deals with the problems encountered in the design and implementation of distributed information systems. Students will create an environment that supports applications executing on a client-server system and the issues involving software security, methods of distributing client defense, and hardening server resources. Additional topics include: HTTP protocol, dynamic HTML, SSL, IPsec, common gateway interface (CGI) programming, Java applets, server-side programming and other technologies developed for the Web. Prerequisites: ISS500, ISS510

ISS640 (3.0 credit hours)

Cryptography

This course provides a comprehensive discussion on the various cryptographic methods employed to maintain the confidentiality, integrity and availability of data. Topics include pseudorandom functions and permutations, block ciphers, symmetric encryption schemes, security of symmetric encryption schemes, hash functions, message authentication codes (MACs), PKI, public-key (asymmetric) encryption, digital signatures, security of asymmetric encryption and digital signature schemes. Prerequisites: ISS500, ISS510

ISS550 (3.0 credit hours)

Software Engineering

This course is designed to teach students about formal software engineering principles and practices required for the development of information systems, application software and embedded systems. Topics include: structured and object-oriented analysis, design and implementation of information systems; distributed information systems; information system life-cycle models, platforms and security. Prerequisite: ISS500

ISS660 (3.0 credit hours)

Wireless Infrastructure and Security

This course provides graduate level background in the design, implementation and management of security in wireless WANs, MANs and LANs. Students will learn about IEEE 802.11 and 802.16 standards, modulation, propagation, antennas, EMI, RFI, access control methods, key encryption, and site survey tools. Additional special focus topics include penetration testing, attack methods, WEP, WPA, TKIP, Key escrow, wireless sensor networks, and industrial wireless protocols. Prerequisites: **ISS500**, ISS510, ISS640

ISS670 (3.0 credit hours)

Advanced Network Security

This course involves analysis and design of network security hardware/software defense techniques and countermeasures. Topics include protocol vulnerabilities, network defense techniques such as designing firewall systems, content filters, network appliances, tunneling, network access models, biometrics, TCP/IP security in IPv4 and IPv6, protocol analyzers, sniffers, penetration testing and layered perimeter security designs. Prerequisites: ISS500, ISS510, ISS640, ISS660

ISS680 (3.0 credit hours)

Intrusion Detection and Prevention Systems

This course focuses on the use of intrusion detection (IDS) and prevention (IPS) systems as formal defense strategies to detect, study, and protect enterprise networks. Topics include: history and state of the art of intrusion detection, the principles and techniques of intrusion detection, anomaly and misuse detection for both host and network environments, network forensics, malware defense, security polices and legal issues surrounding the use of intrusion detection. Prerequisites: ISS500, ISS510, ISS640, ISS660, ISS670

ISS690 (3.0 credit hours)

Capstone project in Information Security

This course integrates all of the knowledge acquired in the previous courses and serves as a capstone in information security. The class utilizes case studies, project management strategies, application development and information system assessment to design a secure information system infrastructure. Prerequisites: Completion of all required core courses

Elective Courses - 6 credits

ISS655 (3.0 credit hours)

Global E-Commerce and Privacy Assurance

This course is designed to summarize the concepts of corporate E-Commerce systems on the Internet and mechanisms used to ensure privacy. Students will evaluate the ethical challenges faced by individuals and

organizations in the application of information assurance and the dynamic state of the law as it applies to behavior in cyberspace. Topics include: History of E-Commerce, E-Commerce business models, Internet Technologies, Online payment systems and E-Commerce security. Prerequisites ISS500, ISS510

ISS675 (3.0 credit hours)

Survey of Computer Languages

This course is designed to teach students about the formal, functional, and practical issues of design and implementation of imperative, functional, and declarative languages. The course will touch on a wide variety of languages, both past and present, with an emphasis on modern imperative languages, such as C++, Java and C#. Prerequisites ISS500, ISS510

ISS685 (3.0 credit hours)

E-Discovery, Network and Computer Forensics

This course focuses on the developing issues, rules and practices involving the application of e-discovery, digital evidence and computer forensics in recovering and preserving potential digital evidence. Students will compile evidence utilizing various tools and methodologies used in the examination of computer and electronic corporate records. Topics include: fundamentals of computer and network forensics, forensic duplication and analysis, reconstruction of computer activities, forensics tools, and investigating cyber-based crimes. Prerequisites ISS500, ISS510, ISS660, ISS670

ISS695 (3.0 credit hours)

Risk Analysis and Vulnerability Assessment

This course prepares students to schematize the issues surrounding the vulnerabilities and risks inherent in the operation of information systems. Students will learn how to use a risk analysis matrix for performing both quantitative and qualitative risk analysis in an enterprise information system. Topics include: developing incident response teams, creating disaster recovery and incident response procedures, business continuity planning and mitigating data loss. Prerequisites ISS500, ISS510, ISS640, ISS660, ISS670, ISS680

PAGE 304, MS MANAGEMENT COURSE DESCRIPTIONS

Insert the following before the MS Nursing course descriptions:

MANAGEMENT

Major Course Requirements

MAN562 (3.0 credit hours)

Business Information Systems

Case based analysis of a broad range of managerial as well as technical issues. Topics include technology, information systems high-level architecture, competitive advantage of information technology, software, information flow within organizations, electronic commerce systems, leadership decision support systems, ethical and legal aspects of IS, and successful development of business solutions. Co-requisite: MAN571

MAN571 (3.0 credit hours)

Organizational Behavior

Students focus on three factors that contribute to successful organizational performance: individual behavior, group/team behavior and organization-wide processes. Topics include ethics, diversity, communication, motivation, leadership, conflict management and organizational culture, structure and change. Learning activities emphasize practical application of organizational theory. Program Co-requisite

MAN573 (3.0 credit hours)

Project Management

This course provides a deep understanding of project management processes, behavioral and technical tools for effective planning, scheduling, controlling projects activities, managing and implementing projects. Students learn applications and how to develop a project through several stages of implementation and how to manage projects in modern organizations. Some of the key areas include the Critical Path Method (CPM), Program Evaluation and Review Technique (PERT), Gantt Charting, and communication processes as they apply to operational and service activities in today's modern business and management operations. Co-requisite: MAN571

MAN 583 (3.0 credit hours)

Strategic Planning and Implementation

Students learn how to evaluate the business environment, assess an organization's strengths, capabilities, and decide on competing strategies to implement for the organization. Students also acquire the skills to conduct business planning, organizational analysis, comparing an organization's internal capabilities with the external opportunities and threats, building on organizational strengths, exploiting opportunities, minimizing weaknesses and avoiding environmental threats. Along with decision-making process that formulates strategic plans, acquiring and allocating resources, and applying strategic control to ensure that the plans are carried out with goals and objectives achieved. Co-requisite: MAN571

MAN671 (3.0 credit hours)

Leadership Development

Students develop leadership competencies by examining the behaviors, skills and styles of effective leaders and use them as benchmarks to assess their own strengths and needs for improvement. Topics include participative leadership, coaching and empowerment; power and influence strategies; contingency models of leadership and innovation-oriented leadership. Personal leadership action plans are used to document transition to desired behaviors. Co-requisite: MAN571

MAN672 (3.0 credit hours)

Human Resources Management

Students learn to create competitive advantage by maximizing employee effectiveness and efficiency. Leadership involves attracting, selecting and retaining exceptional job candidates; training and developing employees to meet current and future organizational needs; managing and improving performance; and building high-performance work teams. Research requires analysis and resolution of human resource challenges facing today's organizations. Co-requisite: MAN571

MAN673 (3.0 credit hours)

Organizational Change

Students apply organizational change theory to complex organizational issues. Leaders must be able to create a vision for change, diagnose organizational problems, implement organizational redesign and cultural change, and measure effectiveness. Case studies emphasize the need to manage resistance to change and reinforce new behaviors. Co-requisite: MAN571

MAN 674 (3.0 credit hours)

Global Human Resources Management

Students learn to create best practices in the global human resources field using effective leadership towards staffing operations in order to achieve sustainable global growth. The process of recruiting, selecting, training, and developing staff for global assignments is examined. A thorough understanding of global compensation, career issues, and global industrial relations is analyzed so that students could analyze world issues, laws, ethics, cultures and apply their skills to an effective global human resources management strategy. Co-requisite: MAN571

MAN 675 (3.0 credit hours)

Global Law and Employee Relations

The global law and employee relations course allows students to assess the impact of the legal and regulatory environment of global businesses ethics. Students will examine disparate legal systems; analyze the impact of cross-cultural businesses, and survey protocols in global leadership. Students will demonstrate knowledge of employment law and its impact on global firms and analyze, assess, and evaluate health, reward, and compensation systems in global organizations. Co-requisite: MAN571

MAN 676 (3.0 credit hours)

Managerial Communications

Students will enhance their professional management communications skills through reading, writing, and practicing their oral and written presentation skills. Students will explore communications strategies and techniques for communicating using traditional methods and emerging methods. Co-requisite: MAN571

MAN 690 (3.0 credit hours)

Program Capstone

Serving as the capstone course for the Master of Science in Management program, this course addresses emerging management topics and serves as an integration mechanism for the curriculum by integrating leadership skills, strategic planning and implementation skills, the human resources aspect of management, managerial communication and the ability to develop other leaders within the organization and implement change effectively. Taken in the last term of enrollment.

PAGE 304, MS PSYCHOLOGY COURSE DESCRIPTIONS

Insert the following AFTER the MS Nursing Course Descriptions:

MASTER OF SCIENCE IN PSYCHOLOGY DEGREE

Major Course Requirements

PSY502 (3.0 credit hours)

History and Systems of Psychology

This course reviews major theoretical concepts and schools of thought in the history of psychology. Specifically, the course covers the history of various psychological concepts (such as perception, memory, emotions, consciousness, self, mental illness, etc.) as interpreted by various scholars of the mind over time. A historically-informed perspective of these concepts will help students realize the subtle changes in interpreting various psychological processes and phenomena across different time periods. . (Prerequisite: PSY701)

PSY532 (3.0 credit hours)

Health Psychology

This course explores how psychological processes and health interact. This course acquaints the student with the field of health psychology and covers such topics as psychosocial factors in disease etiology, pain and pain management, psychoneuroimmunology, coping, control, and adjustment to stress, social support and health, risk detection and prevention, health behaviors, and patient-practitioner interaction. Current research on the effective management of pain and chronic disease will be review and discussed from a psychological perspective. . (Prerequisite: PSY701)

PSY542 (3.0 credit hours)

Psychopathology

This course covers descriptive psychopathology and research on the etiology, epidemiology, dynamics and diversity issues of major pathologic syndromes. It provides a thorough introduction to DSM as a diagnostic tool. It also covers the controversy and difficulties of using a diagnostic system. . (Prerequisite: PSY701)

PSY552 (3.0 credit hours)

Theories of Personality

This course examines theories of personality development, structure, and functioning in this course Topics include personality development and consistency, personality change, biological determinants, sex differences, and personality as a social inference. . (Prerequisite: PSY701)

PSY562 (6.0 credit hours)

Evolutionary Psychology

This course provides a broad overview of historical and modern research and theory in evolutionary psychology and the study of the evolution of the mechanisms of the mind. Topics include mating, parenting, social exchange, and violence. . (Prerequisite: PSY701)

PSY690 (3.0 credit hours)

Master's Thesis, Part I

Students will work with a faculty member in creating and conducting their own research project. A thesis is an original contribution to knowledge resulting from the systematic study of a significant problem or issue. Some students will develop their own research questions and hypotheses, study design, data collection and analysis and interpretation of results. An alternative would be to create a comprehensive review of the current state of knowledge on a specific topic. (Prerequisites: PSY701, RSM700, RSM812)

PSY699 (3.0 credit hours)

Master's Thesis, Part II

Students will work with a faculty member in creating and conducting their own research project. A thesis is an original contribution to knowledge resulting from the systematic study of a significant problem or issue. Some students will develop their own research questions and hypotheses, study design, data collection and analysis and interpretation of results. An alternative would be to create a comprehensive review of the current state of knowledge on a specific topic. (Prerequisites: PSY502, PSY532, PSY542, PSY562, PSY730, PSY760, PSY770, PSY690)

PSY701 (3.0 credit hours)

Research, Ethics, and Scholarly Writing

This class will serve as a foundational doctoral course providing advanced academic study and professional writing processes. Students will learn to analyze, evaluate, and give critical thought to the field of psychology as they examine current research articles, literature reviews and experimental results. They will learn the role of ethical standards in research and how these standards guide ethical decision making. APA style guidelines will be emphasized as students develop a perspective as a scholar-practitioner. The course will provide additional information and skills that will help the student navigate and incorporate the planning of their doctoral dissertation. (Program prerequisite)

PSY730 (3.0 credit hours)

Human Development

This course is an in depth exploration and evaluation of human development through all stages across the life-span of an individual. Students will explore and discuss contemporary empirical research findings regarding the concepts of cognitive, social, and emotional development as well as integrate the research into the various theories of development. Students will develop an understanding of diverse developmental pathways, the processes of risk and resilience across the lifespan, and life-events and life-transitions of a human being. (Prerequisite: PSY701)

PSY760 (3.0 credit hours)

Sociocultural Basis of Behavior

This course is designed to explore the scientific study of the way in which people's thoughts, feelings, and behaviors are influenced by the real or imagined presence of other people. Students will define, discuss, and evaluate the concepts of social psychology, its various theories, and its implications for behavior. Emerging trends and cutting edge research in the following topics will be evaluated: social aspects of self, persuasion, obedience, aggression, prejudice, stereotyping, social influence, and interpersonal attraction. (Prerequisite: PSY701)

PSY770 (3.0 credit hours)

Cross-Cultural Methods of Tests and Measurements

This course focuses on the understanding, evaluating, and applying concepts of testing and psychological assessment. Students will evaluate the commonly administered testing methods and their functions, while judging their effectiveness based on multicultural variables. Students will synthesize this knowledge in an understanding of the need for reliability, validity, understanding test norms, and the importance of acknowledging and practicing diverse cultural sensitivity in testing and assessment. (Prerequisite: PSY701)

RSM700 (3.0 credit hours)

Quantitative Research

Quantitative Research I is a course in applied statistics introducing doctoral students to descriptive and inferential statistics for doctoral level research. Application of statistical tools and methods will be emphasized. Statistical tools covered will be measures of central tendency and variability, probability, randomization, normal distribution, t-distribution, F-distribution, confidence intervals, hypothesis testing, and correlation. Application to real-life and research based paradigms is made so students can become adept at interpreting empirical findings and develop the skills necessary to complete original research. (Prerequisite: PSY701)

RSM812 (3.0 credit hours)

Research Theory, Design, and Methods

This course will focus on the theoretical, methodological, and analytic issues found in various approaches to research in psychology. Specifically this course will provide students the core skills and understanding needed to be able to analyze a research problem, choose the best research methodology and design research at that doctoral level. The quantitative, qualitative, and mixed method research designs will be evaluated along with an exploration of the ethical issues related to both conducting research and the publication of the research results. The course will involve application and synthesizing of information through analysis of research across methodologies and through the development of research plans. (Prerequisite: PSY701, RSM700)

PAGE 318, BA ACCOUNTING COURSE DESCRIPTIONS

Replace this section with the following:

ACCOUNTING

Bachelor of Arts Degree

Major Course Requirements

ACG1001 (3.0 credit hours)

Accounting Principles I

Defines objectives of accounting and their relationship to business through fundamental concepts and principles. Topics include theories of debits and credits, classification of accounts, journalizing, preparation of financial statements and the use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements. The practice problems review the complete operation of a small business.

ACG2011 (3.0 credit hours)

Accounting Principles II

Presents accounting principles and concepts applicable to receivables, fixed assets, payroll, cash flow, financial analysis and accounting for partnerships and corporations. The practice problems review the complete operation of a small corporation. Prerequisite: ACG1001

ACG2062 (3.0 credit hours)

Accounting Information for Business Decisions

Identifies how accounting information is used in making business decisions. Students enhance computer skills using software programs to solve accounting problems. Prerequisite: ACG2011

ACG4101 (3.0 credit hours)

Intermediate Accounting I

Underlying concepts and ethical, regulatory and business environment of financial reporting with an emphasis on measurement, valuation and presentation of typical asset-related items. Prerequisite: all lower division accounting and tax courses

ACG4111 (3.0 credit hours)

Intermediate Accounting II

Presents underlying concepts and ethical, regulatory and business environments of financial reporting. Topics include an emphasis on measurement, valuation and presentation of typical liability and equity-related items. Prerequisite: ACG4101

ACG4201 (3.0 credit hours)

Advanced Accounting

Presents underlying concepts and ethical, regulatory and business environment of financial reporting with emphasis on accounting for various business structures and business combinations. Prerequisite: ACG4111

ACG 4253 (3.0 credit hours)

International Financial Reporting

The course expands upon the conceptual framework for the preparation and presentation of financial statements and looks at the differences between current US GAAP and IFRS. This course will also discuss international ethical conduct as it relates to accounting. Prerequisite: ACG4201

ACG4342 (3.0 credit hours)

Advanced Managerial/Cost Accounting

Discusses the determination and control of production costs, job order and process systems, actual and standard costs, budgetary control, performance measurement, ethics and short-run decision models. Prerequisite: ACG4111

ACG4401 (3.0 credit hours)

Accounting Information Systems

Introduces the study of concepts and terminology of accounting information systems and their use in decision making in accounting and auditing. The course also covers Information Technology (IT) fundamentals, responsibilities and business implications. Prerequisite: ACG4651

ACG4501 (3.0 credit hours)

Governmental and Institutional Accounting

Presents budgeting, accounting and reporting standards and practices for government and other not-for-profit entities. Prerequisite: ACG 4111

ACG4651 (3.0 credit hours)

Auditing I

Standards and procedures of auditing financial information, ethics and responsibilities of auditors, planning, collection and documentation of audit evidence, reporting and auditing standards Prerequisite: ACG4111

ACG4671 (3.0 credit hours)

Auditing II

This course covers the application of the audit process learned in Auditing I. The course also provides detail on sampling and audit communications. Prerequisite: ACG4651

BUL1240 (3.0 credit hours)

Business Law

Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

BUL3130 (3.0 credit hours)

Legal and Ethical Environment of Business

Presents principles of law and ethics that arise in the business environment. Topics include the Federal Corrupt Practices Act, product liability, street crime vs. white collar crime, government regulation of financial institutions, at-will employment and employer/employee relationships, agency and principals, employee safety and fiduciary duty.

ECO4223 (3.0 credit hours)

Money and Banking

A general survey of the economics of money and banking covering the evaluation, nature, and functions of money, the nature of banking and its regulation; monetary standards; structure and functions of the Federal Reserve System; monetary policy, monetary theory and the price level; and the role of banking and money in international finance.

FIN2001 (3.0 credit hours)

Financial Management

Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Prerequisite: ACG2011

FIN3400 (3.0 credit hours)

Principles of Managerial Finance

Presents an introductory overview of the world of corporate financial management with emphasis on the time value of money and the requisite net present value adjustment for the cost of capital and/or judging future returns on investment. This perspective then leads to risk analysis, capital budgeting, cost of capital and financial management. Prerequisite: FIN2001

MAN1021 (3.0 credit hours)

Principles of Management

Presents a combination of current and traditional views of management organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling.

MAN3025 (3.0 credit hours)

Introduction to Management and Organizational Behavior

Introduces managerial principles including planning, organizing, staffing, leadership and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

MAN4583 (3.0 credit hours)

Project Management

Emphasizes the importance of project management and the factors involved in creating a successful project through project design, implementation and monitoring. Topics include the roles and responsibilities of a project manager, project members and other stakeholders

MAR1011 (3.0 credit hours)

Introduction to Marketing

Discusses the principles and functions of marketing and its role in a business environment. Utilization of guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services is taught.

MNA4404 (3.0 credit hours)

Management Law and Employee Relations

Discusses federal and state regulations dealing with employment. Topics include wage and hour laws, EEO and affirmative action.

QMB3200 (3.0 credit hours)

Quantitative Approach to Business Decisions

The application of quantitative techniques has added greatly to the depth and the accuracy of critical business decisions in today's complex business environment. This course, coming toward the end of the student's matriculation through the program, is designed to merge the student's acquired qualitative and quantitative skills to address simulated business decision-making applications, utilizing electronic technology and software tools to frame the factors into a spreadsheet format of pragmatic data for quantitative processing and decision-making analysis. Prerequisite: STA3060 or STA 3163

TAX2004 (3.0 credit hours)

Principles of Taxation

Presents an overview of preparation of federal income tax returns emphasizing individual income taxes. Topics include preparation of schedules and forms, review of tax publications and use of the Internal Revenue Service website. Prerequisite: ACG2011

TAX4001 (3.0 credit hours)

Income Tax Accounting

Surveys federal income taxation with emphasis on taxation of individuals and the ethics of income tax accounting. Prerequisite: ACG4111

General Education Requirements

See specific Lower and Upper Division general education requirements for a Bachelor of Arts degree in Accounting in the [Program Descriptions](#) section of this catalog.

PAGE 345, BA PSYCHOLOGY COURSE DESCRIPTIONS

Insert the following before "BACHELOR OF SCIENCE DEGREES":

PSYCHOLOGY

DEP1030 (3.0 credit hours)

Introduction to Cognitive Development

Explores theories of cognition as they relate to human development. Focuses on the behavioral and physiological approaches to cognition. Topics include perception, attention, memory, problem-solving and critical thinking.

PSY1082 (3.0 credit hours)

Introduction to Experimental Psychology

Introduces the process of experimental research in the field of psychology. Focuses on how to locate and analyze empirical research studies. Topics include how to develop, design, and carry out ethical experimental research as well as how to communicate the results of the research.

PSY2023(3.0 credit hours)

Careers and Writing in Psychology

Introduces psychology related careers and emphasizes skills required for scientific writing. Focuses on skills required for library research, writing a psychological paper, analyzing psychological journals, and writing in proper APA style. Topics include strategies to develop career goals, educational goals and a plan of action for meeting those goals.

PSY2206 (3.0 credit hours)

Social Psychology

Presents the field of social psychology. Focuses on human nature, culture, and the importance of relationships in the human race. Topics include social cognition, affect, emotion, and the formation of beliefs and attitudes. Explores interpersonal attraction, exclusion, relationships, sexuality and group interactions.

PSY2214 (3.0 credit hours)

Abnormal Psychology

Explores the theories of psychopathology and abnormal behavior and presents a historical overview of the services provided to individuals with mental illness. Introduces the Diagnostic and Statistical Manual of Mental Disorders along with approaches to assessment, diagnosis and treatment of major psychological disorders.

DEP2280 (3.0 credit hours)

Human Exceptionality

Presents attitudes, beliefs, habits, and community identity as they relate to quality of life. Examines the impact of medical, social, legal, and ethical considerations upon exceptional human beings. Focuses on various human disabilities and challenges while engaging students in critical thought, problem solving, and examination of how scientific and technological advancements have been beneficial to individuals with disabilities.

PSY2314 (3.0 credit hours)

Psychology of Personality

Presents an overview and history of personality theories. Topics include tests, measurements, scoring and interpretation of personality assessments. Emphasizes critical analysis of personality theories, methods and measures.

PSY2450 (3.0 credit hours)

Constructs of Interpersonal Conflict

Examines beliefs, attitudes and behaviors as they relate to conflict and conflict resolution. Focuses on basic skills for resolving interpersonal conflicts. Topics include analysis of problems associated with emotion, gender roles, culture, ethnicity, communication, confidentiality and impartiality in mediation.

CLP3300 (3.0 credit hours)

Concepts of Counseling and Clinical Psychology

Introduces the basic concepts and historical perspectives of counseling and clinical psychology. Emphasizes self-analysis regarding the profession of counseling and personal motives for choosing the profession. Topics include the realities, implications, ethical and legal issues and the formation of an integrated approach to counseling.

EXP3404 (3.0 credit hours)

Principles of Learning

Introduces students to various aspects of learning and behavior including classical conditioning, operant conditioning, reinforcement, observational learning, memory and forgetting. Focuses on critical analysis and application of learning theories to relevant real-life situations.

PSY3309 (3.0 credit hours)

Behavioral Neuroscience

Studies the relationship between the brain and behavior through a detailed examination of the neuron, the brain, and the nervous system. Explores the multiple aspects of human behavior and functioning.

PSY3213 (3.0 credit hours)

Research Methods

Emphasizes the application of the scientific method and research process. Focuses on skills needed to critically analyze published research and develop a hypothetical, ethically sound research proposal.

PSY3336 (3.0 credit hours)

Industrial and Organizational Psychology

Examines the methods, practice, and theories of Industrial and Organizational Psychology, a subfield of psychology in the work place. Topics include job analysis and evaluation, employee motivation, organizational communication, group behavior, conflict resolution and stress management.

DEP3103 (3.0 credit hours)

Child Psychology

Focuses on physical, cognitive, social, and emotional development of children from prenatal development through adolescence. Explores current issues concerning the family, the formation of value systems and problems facing children in contemporary society.

DEP4305 (3.0 credit hours)

Adolescent Psychology

Focuses on physical, cognitive, social, and emotional development that takes place during the adolescent years. Examines the influence of family, peers, school, work, and culture. Topics include current issues in adolescent development concerning autonomy, the formation of identity, intimacy and sexuality, and problems facing adolescence in contemporary society.

DEP4404 (3.0 credit hours)

Psychology of Adult Development and Aging

Uses a biopsychosocial perspective to examine the physical, cognitive, social, and emotional development of young, middle-aged and older adults. Explores issues of gender, culture, socio-economic status, and diversity as they relate to adulthood.

DEP4481 (3.0 credit hours)

Death and Dying

Focuses on people's awareness of their mortality and how death affects life and culture. Examines the stages of death and dying and encourages students to look at their own mortality and reflect upon their lives.

CLP3005 (3.0 credit hours)

Marriage and Family

Focuses on marriage and family dynamics in contemporary society. Explores issues related to parenting, divorce and gender roles. Emphasizes models of communication and conflict resolution.

CLP3314 (3.0 credit hours)

Health Psychology

Presents a survey of health psychology. Topics include behaviors and lifestyles affecting individual health, health enhancement, disease prevention, safety and rehabilitation.

CLP4182 (3.0 credit hours)

Addictive Behaviors

Presents models of understanding addictions and introduces various treatment approaches for addictions. Focuses on the impact of addictions on families and prevention programs.

CLP4390 (3.0 credit hours)

Forensic Psychology

Examines the use of psychology in law enforcement. Studies the roles and responsibilities of forensic psychologists in both violent and non-violent crimes and the court system.

PSY4302 (3.0 credit hours)

Theory, Application, and Evaluation of Tests

Introduces the use of psychological tests and the administration and use of tests in clinical and business settings. Presents various kinds of tests including intelligence, tests of ability and personality. Topics include basic statistics, correlation, reliability and validity in testing.

PSY4830 (3.0 credit hours)

Sports Psychology

Examines the psychological aspects of sport and exercise. Focuses on motivation and goal setting in sport and introduces cognitive and behavioral interventions.

PSY4850 (3.0 credit hours)

Positive Psychology

Presents the identification and application of the psychology of well-being. Topics include the management of emotions, resilience, positive traits, strengths of character, self-regulation and self-control.

PAGE 353, BS ELEMENTARY EDUCATION COURSE DESCRIPTIONS

Change EDG2085 to EDF2085.

PAGE 388, BS SPORTS MANAGEMENT COURSE DESCRIPTIONS

Insert the following before Sports Medicine and Fitness Technology:

**SPORTS MANAGEMENT WITH A CONCENTRATION IN GOLF
Bachelor of Science Degree Major Course Requirements**

SPM3158 (3.0 credit hours)

Strategies in Sport Management

Provides an introduction to the diverse field of sport management. Topics cover career opportunities within the sport industry and management, marketing, legal, and financial operations of sport organizations.

SPM4025 (3.0 credit hours)

Diversity in Sports

Examines the role and impact that ethnicity, racism, gender, and other diversity topics have had in sport, while providing students with an opportunity to develop an understanding and appreciation for diversity in sport.

SPM4104 (3.0 credit hours)

Facilities and Event Management

Focuses on the factors involved in running and managing athletic events. Topics include maintaining, scheduling, and managing an athletic facility.

SPM4204 (3.0 credit hours)

Ethical Issues in Sports

Examines major ethical issues within sports and introduces students to critical thinking and moral reasoning to make ethical decisions in sports.

SPM4505 (3.0 credit hours)

Sport Finance

Provides an introduction to financial strategies related to sports entities and organizations.

MAN3025 (3.0 credit hours)

Introduction to Management and Organizational Behavior

Introduces managerial principles including planning, organizing, staffing, leadership and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

ACG3024 (3.0 credit hours)

Accounting for Non-Financial Managers

Addresses the use of accounting information by non-financial managers. Topics include interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control and managerial decision making.

MAN3504 (3.0 credit hours)

Operations Management

Introduces fundamentals of operations management in manufacturing and non-manufacturing sectors. Topics include product and process design, demand forecasting, facilities, facilities layout and location, materials management, inventory management, production planning and quality assurance.

MAN4164 (3.0 credit hours)

Leadership

Introduces students to leadership, research perspectives on leadership, the personal side of leadership, the leader as a relationship builder, and the leader as a social architect.

MAN4583 (3.0 credit hours)

Project Management

Emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a

quality project team, five steps of a project, construction of a network diagram and mathematical analysis techniques such as CPM and PERT.

SPM3110 (3.0 credit hours)

Golfer Development Programs

Focuses on the study of individual techniques, game fundamentals and strategies used in coaching golf and creating golfer improvement and development programs. Topics include skill training, learning styles, effective communication for golf instruction, marketing, revenue management, and staffing.

SPM3115 (3.0 credit hours)

Principles and Science of Coaching

Presents a study of modern techniques and practices used in the coaching of various athletic programs. Covers major areas of focus such as practice, competitive organization, training equipment procurement, budget and finances, ethics, public relations, legal liability, drug abuse, and sports psychology. Analyzes modern trends and issues in athletics as well as examines common philosophical views of athletics as a part of a modern educational curriculum.

SPM3310 (3.0 credit hours)

Golf Marketing

Explores golf industry specific marketing concepts and principles and their practical application. Students will examine risks and challenges golf professionals face to establish a competitive edge within the market. Topics include economics, marketing foundations/functions with emphasis on selling, promotion with a focus on internet and social media, product/service management, pricing and distribution.

SPM4118 (3.0 credit hours)

Technology in Sports Coaching

Explores the use of technology to improve coaching efficiency, strategy, player performance, recruitment, statistical recording and reporting, and long term program design. Addresses technological advances in the mainstream of contemporary culture and their application to coaching.

SPM4128 (3 credit hours)

Human Resource Management for the Golf Professional

Provides a foundational perspective for socially responsible personnel management practices within the golf industry. Special emphasis is placed on the relationship between ethics, moral, legal, and social issues in managing individuals, groups, and the organization within a business environment.

SPM4815 (3.0 credit hours)

Business Law for the Golf Manager

Provides an extensive overview of legal principles and ethical issues in professional sports with specific reference to the role of the golf manager. Topics include an introduction to the different fields of law and a survey of the broad issues related to sports law, an examination of the legal issues routinely faced by golf manager, and a study of the application of ethics in the decision-making process.

PAGE 414, AS CULINARY ARTS COURSE DESCRIPTIONS

CULINARY ARTS

Associate of Science Degree Major Course Requirements

FSS1011C (3.0 credit hours)

Nutrition and Sensory Evaluation

This class explores the use of basic senses of sight, touch, smell, hearing and taste to produce food of maximum appeal and nutritive value. Topics include nutritional and healthy cooking, baking, sensory evaluation, comparison cooking methods and menu writing. Other topics discussed are the use of alternative fats, sweeteners and salt. Methods of increasing flavor with citrus, spices, flavorings and liquors will be practiced in the lab portion of the class.

FSS1063C (3.0 credit hours)

Introduction to Baking and Pastry

This introduction to baking includes basic chemical and physical principles of baking. Topics covered are baking formulas, basic math, measurements, scaling, tools and equipment. Bakery goods to be produced include basic dough and batters that can be used to bake a variety of the following. Hard and soft breads and rolls, all varieties of pies, choux paste items, doughnuts, and roll in dough are and example of some of the items that are made.

FSS1203C (3.0 credit hours)

Principles of Food

This is a basic course that examines a variety of foods and preparation skills. Equipment identification, food processing, food preservation and cooking methods are discussed and practiced. Foods that are handled include vegetables, fruits, and farinaceous products. Topics include basic knife skills and equipment usage, mise en place, quality control, food science and work ethics and work efficiency.

FSS1240C (3.0 credit hours)

American Regional Cuisine

This class emphasizes the production of regional American recipes. Foods and recipes produced will highlight both imported and indigenous foods. Topics include menu planning, purchasing specifications, soups and sauces, basic knife skills, mise en place and service techniques. The student will prepare a variety of foods from the main geographic areas of the United States and examine the similarities and differences between the areas in their journey of identifying the national cuisine.

FSS1244C (3.0 credit hours)

Classical French Cuisine

Presents classical French haute cuisine as one of the standards to which all of the great cuisines are measured. Topics include sauces, garnishes, hors d'oeuvres, eggs, seafood, relevés, and entrees of meats, poultry and game. Vegetable and farinaceous products are studied along with breads and desserts. Students will examine and practice modern methods of preparation and presentation of classical French recipes.

FSS1296C (3.0 credit hours)

Stocks and Sauces

Explores classical and modern approaches to making stocks, soups, and sauces. Daily production and hands-on learning is supplemented with interactive discussions and theoretical exploration. Topics include kitchen equipment, smallwares identification and knife skills. This class focuses on the discussion, production and evaluation of white and brown sauces, emulsions, liaisons, seafood sauces, purees and specialty sauces.

FSS2242C (3.0 credit hours)

International Cuisine

This class focuses on some of the world's most influential international cuisines. Topics include history of culinary arts, foreign ingredients, spice trade, indigenous ingredients, cooking methods and terminology. Specific cuisines covered by the course include Asia, Europe, Africa and Latin America.

FSS2247C (3.0 credit hours)

Pastries and Desserts

Topics include the following: creams, and sauces with the addition of cakes, icings, petit fours, sec and glace, frozen desserts, plate presentations, chocolate and other specialty items. Students are required to produce a final pastry display demonstrating their attained skills in the class. Additional topics include convenience products, baker's math and the principles of design.

FSS2248C (3.0 credit hours)

Garde Manger I

The cold food kitchen introduces the student to modern and classical garde manger food preparation. Students will learn about the cooking and presentation of meats, vegetables, hors d'oeuvres, and specialty items with a strong focus on artistic finesse and presentation. Topics consist of charcuterie and forcemeats including pate en croute, terrines, galantines and ballontines. Additional topics covered are salads, sandwiches, aspic, chaud-froid, centerpieces and platter presentations. Each student will produce a completed cold food platter for their final project.

FSS2383 (3.0 credit hours)

Supervision and Cost Controls

The main focuses of this course are the areas of food specifications and evaluation of quality and quantity in food purchasing. Topics include purchasing, identification of inventory categories, receiving procedures, issuing criteria, storage controls and pricing strategies. Other topics discussed are restaurant cost controls such as food costs, labor costs, overhead and profits.

HFT1841 (3.0 credit hours)

Dining Room Service

This course introduces the student to front-of-the-house dining operations and professional dining service. Topics include quality service, positive guest relations and effective communication skills. Students learn about a variety of service styles including American, French, Russian, English, and buffet and banquet service. Emphasis is also placed on menu evaluation and food descriptions.

HFT1200C (3.0 credit hours)

Sanitation and Fundamentals

Introduces food service sanitation principles including microorganisms, HACCP programs, proper food receiving, and storage and preparation techniques. Topics include proper ware washing, operation of cleaning equipment, use of sanitizing chemicals and pest control. The identification and operation of food service light and heavy equipment will be taught and monitored for basic competency in accordance with ACF guidelines. Students will participate in the National Restaurant Association's ServSafe certification exam at the conclusion of this course. Students will also learn basic cooking methods and knife cuts, as well as fruit, dairy and herb and spice identification.

HFT2941 (12.0 credit hours)

Culinary Arts Externship

In conjunction with an approved sponsor, students are provided with an opportunity to practice classroom skills in a hands-on, earn-as-you-learn, off-campus food service environment. It is a diverse learning experience for students who have completed their academic class work. Students who have completed their coursework will work with the Externship Coordinator to plan their externship and prepare for graduation.

Lower Division General Education Requirements

See specific Lower Division general education requirements for an Associate of Science degree in Culinary Arts in the [Program Descriptions](#) section of this catalog.

PAGE 432, AS HEALTH INFORMATION MANAGEMENT COURSE DESCRIPTIONS

Replace this section with the following:

Major Course Requirements

HSC1531 (3.0 credit hours)

Medical Terminology

This course includes the basic structure of medical words, including prefixes, suffixes, roots, and combining forms and plurals. Topics include correct pronunciation, spelling and definitions.

HIM1000 (3.0 credit hours)

Introduction to Health Information Management and Healthcare Systems

This course offers an overview of the health information management profession. The functions, content, and structure of the health record are studied. Datasets, data sources, healthcare delivery systems, and the health information technology functions found in all healthcare environments are explored. Virtual assignments and/or simulations support experiential learning. Prerequisites: CGS1000, ENC1101, BSC2085, BSC2086, HSC1531

HIM1100C (3.0 credit hours)

Health Data Concepts and Systems

This course provides an introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include: record content, format and uses of healthcare data, record systems: storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities. Through AHIMA's Virtual healthcare systems lab, students will be given access to work on a variety of healthcare electronic systems enhancing their technology skills and knowledge such as: Athens/Cerner Electronic Health Records, QuadraMed MPI, QuadraMed Smart ID, QuadraMed Encoder, and McKesson Horizons. Students will be given the opportunity to utilize and practice with current software packages common to the industry. Prerequisite: HIM1000C

HIM1200C (3.0 credit hours)

Legal Aspects of Health Information Management

This course introduces the legal and regulatory issues in healthcare with emphasis on their application to healthcare information services and documentation of care. Course content includes law, ethics, and compliance issues associated with health information management. Students explore the rights and responsibilities of providers, employers, payers, and patients in a healthcare context. Students are introduced to legal terminology pertaining to civil liability and the judicial and legislative processes. State and Federal confidentiality laws addressing release of information (ROI) and retention of health information/records are examined. Virtual assignments and/or simulations support experiential learning. Prerequisite: HIM1100C

HSC1141 (3.0 credit hours)

Pharmacology for Health Information Management

This course will survey the major classifications of drugs. The indications and contraindications for use will be presented. Emphasis will be placed on the correlation between drug therapy and disease. The student will be required to use various desk references efficiently. Understanding of the pharmacology language is explored by reading and interpreting the documentation in patient medical records. Prerequisite: HSC1433

HSC1433 (3.0 credit hours)

Pathophysiology for Health Information Management

This course emphasizes the study of the major diseases associated with each body system. It introduces important medical terminology, inflammation and allergy, neoplasia, heredity and disease, dietary factors and diseases, and

infectious diseases. Understanding of the Pathophysiology language is explored by reading and interpreting the documentation of patient medical records. Prerequisite: HIM1100C

HIM2000C (3.0 credit hours)

International Classification of Diseases Coding I

This course, the first in a two-course sequence, introduces principles and guidelines for using the International Classification of Diseases system to code diagnoses and procedures in an acute care setting. Examples of patient records, and exercises using coding manuals and software tools, provide practice in coding and sequencing diagnoses and procedures. History and development of clinical vocabularies and classifications systems are introduced. Application of coding principles to electronic record systems is explored. Prerequisite: HSC1141

HIM2100C (3.0 credit hours)

International Classification of Diseases Coding II

This course builds on skills in using the International Classification of Diseases to code diagnoses and procedures. Coding of conditions and related procedures not addressed in the previous course is covered. Reimbursement methodologies for acute care as well as coding ethics, data quality and integrity are explored. Examples of patient records, and exercises using coding manuals and Encoder software tools, provide practice in coding, sequencing and grouping diagnoses and procedures. Prerequisite: HIM2000C

HIM2300C (3.0 credit hours)

Current Procedural Terminology Coding

This course introduces principles and guidelines for using the Current Procedural Terminology (CPT-4 or most current version), used to code procedures performed by healthcare providers. Through practice exercises, students assign procedure codes and apply guidelines for assignment of Evaluation and Management (E/M) codes and modifiers to case examples. The purpose and use of the Healthcare Common Procedure Coding System (HCPCS) are reviewed. Reimbursement methodologies and application of coding principles to an electronic record system for ambulatory care are explored. Prerequisite: HIM2100C

HIM2350C (3.0 credit hours)

Health Insurance and Reimbursement

This course explores reimbursement and payment methodologies applicable within the various healthcare settings. Forms, processes, practices and the roles of health information management professionals are examined. Concepts related to insurance products, third party, prospective payment and managed care capitation are explored. Issues of data exchange among patient, provider and insurer are analyzed in terms of organizational policy, regulatory issues and information technology operating systems. Management of the chargemaster and the importance of coding integrity are emphasized. Prerequisite: HIM2300C.

HIM2400C (3.0 credit hours)

Healthcare Statistics and Research

This course introduces statistical computations and provides students with assignments for compiling inpatient service days; average length of stay; occupancy rates; and mortality rates. Descriptive and inferential statistics and basic research principles are also explored. Prerequisite: HIM2350C

HIM2500 (3.0 credit hours)

Professional Practice Experience

This course allows students to complete supervised professional practicum hours in the health information department of an approved healthcare facility, and to complete a MOCK RHIT exam covering all Associate Degree Entry-Level Competencies. This professional practice consists of 140 hours (35 hours x 4 weeks) completed on a full-time basis. Students prepare a written report and present a summary of their practical learning experience in class. Prerequisite: HIM2400C

MAN2300 (3.0 credit hours)

Human Resource Management

This course presents an overview of concepts, skills, theories, and research techniques involved in Strategic Human Resource Management. The course will also examine current best practices and the challenges facing Human Resource managers in a global workplace.

PAGE 456, AS RADIATION THERAPY COURSE DESCRIPTIONS

Replace this section with the following:

RAT1001 (5.0 credit hours)

Introduction to Radiation Therapy

Introduces the foundations of radiation therapy with an overview of the profession and the practitioner's role in the healthcare delivery system. Principles, practices and policies of the educational program and professional responsibilities of the radiation therapist will be discussed and examined.

RAT1123 (5.0 credit hours)

Patient Care in Radiation Therapy

Provides the basic concepts of patient care in radiation therapy, and competencies in assessing and evaluating patients undergoing radiation treatment. Patient education and support will also be discussed. Pre-requisite: RAT1001

RAT 2021 (5.0 credit hours)

Principles and Practice of Radiation Therapy I

Content provides knowledge base of radiation therapy equipment, procedures, technique and positioning for treatment localization and delivery. Topics include healthcare delivery systems, basic radiation protection, medical terminology, ethics, medical legal issues, basic patient care, communications, federal and state regulations, accreditation, professional organizations and professional development. Pre-requisite: RAT1123

RAT 2617 (5.0 credit hours)

Radiation Therapy Physics I

Content is designed to provide a broad outline of the physics of ionizing radiation and its medical application in the field of radiation therapy. Addresses concepts and fundamentals of radiation physics and biology standards. Topics include x-ray production, recorded detail, distortion, beam limiting devices, filtration, primary, and secondary radiation, prime factors, exposure systems, exposure calculations, imaging systems to include analog and digital imaging.. Pre-requisite: RAT2021

RAT 1804 (3.0 credit hours)

Radiation Therapy Clinical Education I

Content is designed to provide sequential development, analysis, integration, synthesis and evaluation of Radiation Therapy concepts and theories in the clinical setting. Through structured, sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, demonstrated, examined and evaluated. Pre-requisite: RAT2617

RAT 1814 (3.0 credit hours)

Radiation Therapy Clinical Education II

Content is designed to further the sequential development, analysis, integration, synthesis and evaluation of Radiation Therapy concepts and theories in the clinical setting. Through structured, sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, demonstrated, examined and evaluated. This is a continuation of RAT1804. Pre-requisite: RAT1804

RAT 2241 (5.5 credit hours)

Radiobiology and Pathology

Content discusses the theories and principles of tolerance dose, time dose relationships and the interactions of radiation with cells, tissues and the body as a whole; with an emphasis on etiology, neoplasia, and associated diseases in the radiation therapy patient. Fractionation schemes in the clinical practice of radiation therapy are also discussed. Pre-requisite: RAT1814

RAT 2618 (5.5 credit hours)

Radiation Therapy Physics II

Addresses concepts and fundamentals of radiation physics and biology standards. Topics include x-ray production, recorded detail, distortion, beam limiting devices, filtration, primary and secondary radiation, prime factors, exposure systems, exposure calculations, and imaging systems to include analog and digital imaging. Pre-requisite: RAT2241

RAT 2022 (5.5 credit hours)

Principles and Practice of Radiation Therapy II

A study of cancer from a disease specific perspective. Instruction is provided in different aspects and modalities of cancer treatment and the role and responsibility of the therapist in the process. Identification of structures and location of landmarks using X-rays, CT and MRI scans for simulations will be addressed. Treatment prescription techniques and delivery are also discussed. Pre-requisite: RAT2618

RAT 2657 (4.25 credit hours)

Quality Management

Content focuses on function and protocols for quality improvement and management programs in the radiation therapy department. Topics will include quality control and assurance checks for the clinical aspects of patient care, medical records, treatment delivery, and localization equipment, and treatment planning equipment. The role of various radiation therapy team members in continuous quality improvement will be discussed, as well as the legal and regulatory implications for maintaining appropriate quality care. Pre-requisite: RAT2022

RAT 2804 (3.0 credit hours)

Radiation Therapy Clinical Education III

Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Instruction is also provided in various treatment set-ups, fabrication and immobilization devices. Pre-requisite: RAT2657

RAT 2814 (3.0 credit hours)

Radiation Therapy Clinical Education IV

Provides students with continuing clinical experience in the radiation therapy department focusing on performance to enable completion of competency goals. Requirements include log-ins and treatment set-ups, fabrication and immobilization under supervision. Pre-requisite: RAT2814

RAT 2652 (4.25 credit hours)

Treatment Planning and Dosimetry

This course is designed to give students an understanding of the factors that influence and govern clinical planning of patient treatment. Optimal treatment planning is emphasized along with particle beams and brachytherapy. Attention is given to the rationale, theory, and calculations for each method. Class demonstrations and projects are

incorporated to complement specific content of emerging technologies and their clinical applications. Pre-requisite: RAT2814

RAT 2824 (3.0 credit hours)

Radiation Therapy Clinical Education V

Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Requirements include log-ins and treatment set-ups, fabrication and immobilization. Pre-requisite: RAT2652

RAT 2834 (3.0 credit hours)

Radiation Therapy Clinical Education VI

Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Students will demonstrate and document mastery of clinical competencies. Pre-requisite: RAT2824

RAT 2061 (4.0 credit hours)

Radiation Therapy Seminar

This is a capstone course that provides students with the opportunity to explore methods of professional development in the field of radiation therapy. This course provides comprehensive discussion, testing, and refinement of knowledge of all aspects of radiation therapy. /Pre-requisite: All core classes.

PAGE 459, COURSE DESCRIPTIONS-AS RADIOLOGIC TECHNOLOGY

Replace this section with the following:

RADIOLOGIC TECHNOLOGY

Associate of Science Degree

Major Course Requirements

RTE1000 (5.5 credit hours)

Intro to Radiologic Technology

Introduces the field of radiologic technology. Topics include healthcare delivery systems, basic radiation protection, medical terminology, ethics, medical legal issues, basic patient care, communications, federal and state regulations, accreditation, professional organizations and professional development, pharmacology, intravenous injection principles, and contrast agents. Prerequisite: Completed general education courses with a grade average of 3.0 or higher.

RTE1401 (5.5 credit hours)

Radiologic Imaging

This course is designed to provide the student with the entry-level knowledge base to formulate the applicable factors that influence the production of radiographs. Film and electronic imaging with related accessories will be discussed. Demonstrations and student experimentation will be included in the application of the theory. Prerequisite: RTE1000

RTE1418C (5.5 credit hours)

Radiologic Science I

Addresses concepts and fundamentals of imaging standards. Topics include x-ray production, radiographic density and contrast, recorded detail, distortion, beam limiting devices, filtration, primary and secondary radiation, prime factors, exposure systems, exposure calculations, imaging systems to include analog and digital imaging and imaging artifacts. Prerequisite: RTE1804

RTE1458C (5.5 credit hours)

Radiologic Science II

Presents comprehensive topics in radiation physics. Topics include electromagnetic radiation, electricity, magnetism, electromagnetism, units of measurements, structure of matter and atoms, rectification, x-ray production, x-ray tubes, x-ray circuits and characteristics of radiation. Additional topics include quality control, assurance processes and equipment maintenance. A comprehensive registry review is incorporated. Prerequisite: RTE2824

RTE1503C (4.25 credit hours)

Radiologic Procedures I

Presents principles of radiation protection, radiographic terminology, and radiographic and fluoroscopic equipment. Topics include anatomy, positioning and implementation of critical thinking scenarios related to chest, abdomen, upper and lower gastrointestinal systems, biliary system and urinary system. Fluoroscopic procedures and contrast media are emphasized. The course introduces pharmacology and related radiographic pathology. Prerequisite: RTE1401

RTE1513C (4.25 credit hours)

Radiologic Procedures II

Continues RTE1503C (Radiologic Procedures I). Topics include principles of radiation protection, radiographic terminology, radiographic and fluoroscopic procedures. Topics include anatomy, positioning and implementation of critical thinking scenarios related to upper extremities, shoulder girdle, acromioclavicular joints, lower extremities, pelvis and sacroiliac joints. Patient care, image evaluation and technique formulation are emphasized. The course introduces operating room procedures pertinent to extremities and related radiographic pathology. Prerequisite: RTE1503C

RTE1523C (4.25 credit hours)

Radiologic Procedures III

Continues RTE1513C (Radiologic Procedures II). Topics include anatomy, positioning and implementation of critical thinking scenarios related to bony-thorax, cervical spine, thoracic and lumbar spine, sacrum and coccyx. Patient care, ethics and medical legal issues are examined. Students continue to study image production, technique formulation and related radiographic pathology. Prerequisite: RTE2785

RTE1533C (4.25 credit hours)

Radiologic Procedures IV

Continues RTE1523C (Radiologic Procedures III). Topics include anatomy, positioning and implementation of critical thinking scenarios related to skull, facial bones, sinuses, orbits, nasal bones, zygomatic arches, TMJs and mandible. Patient care, trauma radiography, mobile radiography, pediatric radiography, geriatric radiography and special skeletal procedures are emphasized. Radiography that includes internal/external devices such as tubes, catheters, lines and collection devices are examined. Students continue to study image production, technique formulation and related radiographic pathology. Prerequisite: RTE1523C

RTE1804 (6.0 credit hours)

Clinical Rotation I

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification examination, applying academic and technical skills learned in the classroom. Prerequisite: RTE1513C

RTE1814 (6.0 credit hours)

Clinical Rotation II

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in the classroom. Prerequisite: RTE1533C

RTE2563 (5.5 credit hours)

Advanced Radiologic Imaging

Expands on fluoroscopy and mobile and conventional tomography. Topics include an overview of advanced modalities, radiobiology and radiation protection principles. Image evaluation, equipment operation, equipment maintenance, equipment testing, quality assurance, quality control, analog, digital and PAC systems are examined in depth. Prerequisite: RTE1814

RTE2785 (5.5 credit hours)

Advanced Pathophysiology Imaging

This course will provide the learner with an in-depth understanding of disease processes correlated with radiographic imaging with plain-film radiographs, computed tomography, and magnetic resonance images. Prerequisite: RTE1418

RTE2824 (6.0 credit hours)

Clinical Rotation III

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification examination, applying academic and technical skills learned in the classroom. Prerequisite: RTE2563

Lower Division General Education Requirements

See specific Lower Division general education requirements for an Associate of Science degree in [Radiologic Technology](#) in the [Program Descriptions](#) section of this catalog.

PAGE 462, COURSE DESCRIPTIONS-AS RESPIRATORY THERAPY

Replace this section with the following:

RET1024C (4.0 credit hours)

Respiratory Care Fundamentals

This is the introductory course for students entering the RT core curriculum. It includes a study of the legal system as it applies to health care practitioners, ethical and cultural issues in healthcare, and professional and interpersonal relationships. Also included will be the anatomy and physiology of the cardiopulmonary system, physical and chemical principles of respiratory care, medical gas therapy, patient safety, communication, record keeping, and quality and evidence based respiratory care. Principles of infection control will be included as well.

Pre-requisites: Completion of general studies with a GPA of 3.0 minimum, and a minimum grade of "B" in Anatomy and Physiology I and II.

RET1485C (4.0 credit hours)

Respiratory Care Theory

This course furthers the discussion of cardiopulmonary anatomy and physiology, with an emphasis on the cardiovascular system, and electrocardiology. It includes a discussion of acid-base chemistry, physical assessment of the chest, humidity and aerosol therapy, bronchial hygiene and chest physical therapy, lung inflation techniques, advanced patient assessment skills, quality and evidence based respiratory care, and electrolyte balance.

Pre-requisite: RET1024C

RET1291C (4.0 credit hours)

Clinical Respiratory Medicine

This course covers an assessment of respiratory disease and its pathology, the clinical manifestations of cardiopulmonary disease, laboratory tests and procedures, arterial blood gas equipment including arterial pressure monitoring, quality control, and the radiologic examination of the chest. Includes physician instruction and interaction.

Pre-requisite: RET1485C

RET1007C (4.0 credit hours)

Pharmacology for Respiratory Care

This course includes pharmacologic agents associated with the treatment and management of cardiopulmonary and cardiovascular diseases including but not limited to pharmacological agents' mode of delivery; with their effects and mechanisms of action; absorption and excretion, classification and description; regulatory agencies and regulations covering the use of medications.

Pre-requisite: RET1291C

RET1940 (3.0 credit hours)

Clinical Practicum I

This is the first of 5 Clinical Practicum's. The course is a four week (40 hours/week) clinical experience. This course provides the student with the opportunity to practice skills learned in previous course work. The student will work under direct supervision at an assigned facility that provides experiences in basic respiratory care. Students will be required to demonstrate practical and theoretical competence to pass this course.

Pre-requisite RET1007C

RET1405C (4.0 credit hours)

Diagnostic Procedures in Respiratory Care

This course includes pulmonary function testing and interpretation, performing and interpreting standard electrocardiograms, introduction to hemodynamic monitoring and measurements. Students will be required to demonstrate practical and theoretical competence in procedures to succeed in this course.

Pre-requisite: RET1940

RET2283C (4.0 credit hours)

Intensive Respiratory Care

This course will explore theory and various principles of mechanical ventilation including types of ventilators, modes of ventilation, NPPV, alarm systems, wave form analysis, ventilator patient synchrony, and ventilator trouble shooting. Patient monitoring, weaning techniques and psychological implications of mechanical ventilation will also be discussed. Students will work with ventilators, clinical simulators, and lung simulators in the laboratory. Students will be required to demonstrate practical and theoretical competence to pass this course.

Pre-requisite RET1405C

RET2941 (3.0 credit hours)

Clinical Practicum II

This course is a four week (40 hours per week) clinical experience and functions as a continuum for Clinical Practicum I. This course provides the student with the opportunity to advance skills taught in previous course work. The student will work under the direct supervision of Registered Respiratory Therapists. Students will be required to demonstrate practical and theoretical competence to pass this course.

Pre-requisite: RET2283C

RET2710C (4.0 credit hours)

Pediatric and Neonatal Respiratory Care

This course will emphasize pediatric and neonatal cardiopulmonary diseases, etiology and treatment. The latest techniques and newest equipment will be discussed. Students will apply respiratory care interventions as they relate to neonatal and pediatric respiratory disease. These procedures will include airway maintenance, airway clearance, mechanical ventilation of the newborn and pediatric patient, and cardiopulmonary resuscitation of the newborn and pediatric patient. Students will be required to demonstrate practical and theoretical competence to pass this course.

Pre-requisite: RET2941C

RET2944 (3.0 credit hours)

Clinical Practicum III

This course is a four week (40 hours per week) clinical experience and functions as a continuum for Clinical Practicum II. This course provides the student with the opportunity to advance skills taught in previous course

work. The student will apply previous knowledge under direct clinical supervision. Students will be required to demonstrate practical and theoretical competence to pass this course.

Pre-requisite: RET2710C

RET2934C (4.0 credit hours)

Special Topics in Respiratory Care

The course will include the respiratory care of the geriatric patient from the legal issues such as Living Wills, Do Not Resuscitate documents, health care proxies, health promotion and disease prevention. Bio-terrorism and disaster along with Respiratory care at alternate sites will also be included.

Pre-requisite RET2944

RET2946 (3.0 credit hours)

Clinical Practicum IV

This course is a four week (40 hours per week) clinical experience that is focused on the care of pediatric and newborn patients. This course provides the student with the opportunity to practice skills taught in previous course work. The student will apply previous knowledge under clinical supervision. Students will be required to demonstrate practical and theoretical competence to pass this course.

Pre-requisite RET2934C

RET2948 (3.0 credit hours)

Clinical Practicum V

This course is a four week (40 hours per week) clinical experience that focuses on advanced practice skills in either adult or pediatric/neonatal critical care units. In addition, this clinical practicum may include a rotation through a sleep lab. This course provides the student with the opportunity to advance skills taught in previous course work. The student will apply previous knowledge under clinical supervision. Students will be required to demonstrate practical and theoretical competence to pass this course.

Pre-requisite RET2946

RET2935C (4.0 credit hours)

Respiratory Therapy Management

This course covers the study of organization, management, ethical, and legal issues relating to managing a Respiratory Therapy department. Tactful interactions and ethical practices will be emphasized. This course will also serve as a review course and preparation for national respiratory credentialing examinations.

Pre-requisite RET2948

Lower Division General Education Requirements

See specific Lower Division general education requirements for an Associate of Science degree in Respiratory Therapy in the [Program Descriptions](#) section of this catalog.

PAGE 484-485, COURSE DESCRIPTIONS-GORDON RULE MATH COURSES

Remove any references to the Gordon Rule from the following courses:

- MAC2105 College Algebra
- STA2023 Statistics
- MGF2106 College Mathematics

PAGE 489, ADMISSIONS REQUIREMENTS—DOCTORAL PROGRAMS

Replace this section with the following:

GRADUATE ADMISSIONS REQUIREMENTS

Doctor of Philosophy in Educational Leadership 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 Psychology applicants with a Baccalaureate Degree

Required documents for admission are as follows:

*Applicants to the Ph.D. in 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.

PAGE 489, REQUIREMENTS FOR PH.D. IN ED LEADERSHIP, INSTRUCTIONAL DESIGN, OR PSYCHOLOGY

Insert the following at the end of the section on admissions requirements:

Requirements for Doctor of Philosophy in Educational Leadership, Instructional Design and Technology, 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 490, DBA ADMISSIONS REQUIREMENTS

Insert the following before “Master of Arts in Criminal Justice”:

Doctor of Business Administration

Candidates for admissions to the DBA program are required to hold a master degree in business administration, management, public or non-profit management, or related fields that demonstrates exposure to managerial functions from an accredited institution, and(2) two years of full-time managerial or professional experience.Or candidates for admission are required to hold a master degree from an accredited institution, at least (3) three graduate credit hours or (6) six undergraduate credits hour in each of the following: accounting, finance, and economics and at least (3) three years and preferably(5) five years of full time managerial or professional experience.An admission decision is based on a combination of a student’s graduate academic performance, professional experience, letters of recommendation, and 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 GraduateSchoolApplication
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master’s degree with a completed GraduateSchoolApplication
- A one page personal statement describing expectations of the Doctor of Business Administration program 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
- 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:

- Doctorate from an accredited institution
- Master degree from an accredited college or university with a grade average of at least 3.2
- Master degree from an accredited college or university with a grade average of 3.0 or above with a minimum of two years of professional work experience

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 490, EDUCATION SPECIALIST ADMISSION REQUIREMENTS

Insert the following after “DBA ADMISSIONS REQUIREMENTS:

EDUCATION SPECIALIST ADMISSIONS REQUIREMENTS

Education Specialist Degree Program

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 degree with a completed Graduate School Application
- Submission of official transcripts or original foreign evaluations showing successful completion of a baccalaureate 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

PAGE 492, WAIVER REQUIREMENT FOR MBA 501

Replace the section with the following:

Waiver Requirement for ACG501

Applicants receive test-out credit for ACG501 if they score 155 or higher on the ETS major field examination in business or possess a bachelor’s degree in a business-related discipline with a grade average of at least a 2.70 on a 4.0 scale.

PAGE 493, GRADUATE ADMISSIONS REQUIREMENTS, MS INFORMATION SECURITY

Insert the following above Master of Science in Nursing:

Master of Science in Information Security

An admission decision is based on a combination of a student’s undergraduate academic performance, letters of recommendation, and personal declaration statement.

Admission Requirements:

- Baccalaureate degree in an IT related computer discipline from an accredited university

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 bachelor’s degree in an IT related discipline with the completed Graduate School Application
- A minimum undergraduate GPA of 2.7 or higher
- A one page personal statement describing your intent to pursue the Masters Degree in Information Security program included with the completed Graduate School Application

- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree in an IT related computer discipline from an accredited college or university within the first semester of enrollment
- Two letters of recommendation from professional references in the IT field
- Current resume indicating education and complete work history

Additional Requirements for Master of Science in Information Security

To earn a Master of Science in Information Security from Keiser University, students must accomplish the following:

- Earn a minimum of 36.0 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 MSIS program through Keiser University
- Complete all MSIS degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete all required core and elective courses including the final capstone-based project.

PAGE 493, GRADUATE ADMISSIONS REQUIREMENTS, MS MANAGEMENT

Insert the following above Master of Science in Nursing:

Master of Science in Management Degree Program

Candidates for admission to the Master of Science in Management program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in management is not 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 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 bachelor degree with a completed Graduate School Application
- Submission of official transcripts or original foreign evaluations showing successful completion of a baccalaureate 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
- Minimum GRE composite score of 1350 or MAT score at the 40th percentile received within the first semester of enrollment

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

- Graduate degree from an accredited institution
- 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.

PAGE 493, MS NURSING ADMISSIONS REQUIREMENTS

Replace the “Required Documents” section with the following:

Required documents for admission are as follows:

- Submission of a completed GraduateSchool Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor’s degree in nursing included with the completed GraduateSchool Application
- A minimum undergraduate GPA of 2.7 or higher
- A one-page personal statement describing intent to pursue the MastersDegree in Nursing program included with the completed Graduate School Application
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor’s degree in nursing from an accredited college or university within the first semester of enrollment
- Three letters of recommendation with at least two from health care professionals
- Current resume indicating education and complete work history
- Successful background check and drug screening where applicable

Delete the section “Additional Requirements for Master of Science in Nursing”.

PAGE 495, MS PSYCHOLOGY ADMISSIONS REQUIREMENTS

Insert the following after the admssions requirements for MS Physician Assistant:

Master of Science in Psychology

Candidates for admission to the Master of Science in Psychology program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in psychology is not 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 academic performance, professional experience, letters of recommendation, and/or standardized test scores. All students are encouraged to submit Graduate Record Examination (GRE) scores in support of their application.

Required documents for admission are as follows:

- 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 1000 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:

- Bachelor’s degree from an accredited college or university with a grade average of at least 2.7
- 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.

Additional Requirements for Master of Science in Psychology

To earn a Master of Science in Psychology from Keiser University, students must accomplish the following:

- Earn a minimum of 36.0 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 MS in Psychology program through Keiser University
- Complete all MS in Psychology degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete a proposal approved by a thesis committee
- Successfully defend the thesis proposal
- Complete a thesis approved by a thesis committee
- Successfully defend the thesis

PAGE 497, TUITION, FEES, AND OTHER COSTS—GRADUATE SCHOOL

Delete the following:

Tuition Charge per Semester for Life Experience Credit

Tuition charge for life experience course is 25% of normal tuition for a semester.

Insert the following:

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	\$8,836.00
Master of Science – Physician Assistant Degree Full-Time Status	\$8,836.00
Doctoral Program – (Ph.D.)	\$9,440.00
Doctoral Program – Dissertation	\$4,720.00

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

Education Fee per Semester by degree

Master Degree Program: Full Time Status	\$ 600.00
Master of Science – Physician Assistant Degree Full Time Status	\$ 600.00
Doctoral Program – (PhD)	\$ 600.00

Other Fees

PANCE (Physician Assistant Certification Exam)	\$ 450.00
Residency One (PhD/DBA) One week on campus charge	\$1,200.00
Residency Two	\$ 600.00
Withdrawal Fee	\$ 100.00
Re-entry Fee	\$ 150.00

PAGE 498, GRADUATE SCHOOL ADMINISTRATIVE POLICIES

Insert the following after the section on Financial Aid:

ADMINISTRATIVE POLICIES

Student Code of Conduct

Academic Honesty Policy

The University can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the University expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the University. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

Acquiring or Providing Information Dishonestly

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

Plagiarism

The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

Partially plagiarized assignments

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for that assignment.
- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.
- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the University.
- Entirely plagiarized assignments
- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the University.

Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester. Keiser University believes strongly that each student against whom the University is forced to take action has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own, segments or the total of another's work.

At Keiser University, references are cited in accordance with the American Psychological Association (APA) approved format.

Conspiracy

Agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication of Information

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the University; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the University's reputation or that of the members of its academic community of students and scholars.

Multiple Submissions

Submitting the same work for credit in two different courses without the instructor's permission. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time.

Facilitating Academic Dishonesty

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or University academic honesty policies; providing false information in connection with any academic honesty inquiry.

Abuse or Denying Others Access to Information or Resource Materials

Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.

Falsifying Records and Official Documents

Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official University document.

Clinical Misconduct (if applicable to major)

Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor, and/or student property.

Disclosure of Confidential Information (if applicable to major)

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Keiser University.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

Sanctions for Violating the Academic Honesty Policy

After determining that the student has violated the Academic Honesty Policy, the instructor may impose one of the following sanctions (please note: separate sanctions apply to Plagiarism as described above):

1. The first occurrence of academic dishonesty will result in a grade of “F” for the assignment or examination.
2. The second occurrence of academic dishonesty will result in a grade of “F” for the course.
3. The third occurrence of academic dishonesty will result in dismissal from the University.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester.

Keiser University believes strongly that each student against whom the University is forced to take action has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

PROFESSIONAL BEHAVIOR POLICY

The University has established a set of professional behaviors 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.

Students should demonstrate appropriate communication, interaction and behavior toward other students and faculty. Ideas and opinions should be communicated in a respectful manner. No shouting or rude, vulgar language is to be used. If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on probation depending on the severity of the action (see Behavior Probation Statement). 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 or the dean of the graduate school.

Behavior Probation Statement

Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on probation. The term of probation 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 probation or to extend the term of probation. Failure to meet the terms of probation as outlined in a student action plan will result in dismissal from the program. If additional unsatisfactory behavior should occur during the remainder of the program, the student will be dismissed from the program and the University, and will be ineligible for re-entry to the University.

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 the graduate school and the campus president. Chain of command should *always* be utilized for prompt resolution. Keiser University does however maintain an open door policy.

Steps in Student Complaint Process

NOTE: This process governs situations in which:

1. Students have issues with their instructor regarding the grading of an assignment; or
2. Students have personal issues with their instructor and/or the conduct of the class

Step 1: Student MUST first attempt to resolve the issue with the instructor.

All correspondence should be conducted in writing via Keiser University e-mail.

Step 2: If student, for personal reasons, feels they cannot approach the instructor, **OR** if the student is dissatisfied with the resolution by the instructor in Step 1, the student can appeal to the department chair. If a student wishes to protest a grade, the student agrees to accept the grade of the new reviewer. All correspondence will be communicated in writing via Keiser University e-mail with the understanding that the Instructor may be copied on ALL communication between the student and the department chair.

Step 3: Student Appeal: If student is dissatisfied with the resolution by the department chair, the student can appeal to the dean. This appeal must be ~~in~~ communicated in writing via Keiser University e-mail with the understanding that the department chair AND the instructor may be copied on ALL communication between the student and the dean.

The department chair and dean reserve the right to withhold communication with the instructor due to special circumstances.

The dean's decision is FINAL and will be communicated to the student, the department chair and the instructor in writing via Keiser University email.

Advisor Notification

- Advisors may also be copied on all correspondence.
- If a student starts the complaint process through their advisor, the advisor will re-route the complaint to the appropriate department chair, and a copy of the correspondence may also be sent to the course instructor.

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 the graduate school 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 the graduate school 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 498-500, GRADUATE SATISFACTORY ACADEMIC PROGRESS

Replace with the following verbiage:

Graduate students at Keiser University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade average of 3.0 after completing every semester at Keiser University. All students must achieve a minimum grade average of at least 3.0 in order to graduate from Keiser University.

Any student whose cumulative grade average falls below 3.0 is placed on academic financial aid warning for the next semester. While on academic financial aid warning, a student remains eligible for Title IV financial aid funds. Any student on academic financial aid warning who brings his/her cumulative grade average to 3.0 is removed from academic financial aid warning. Any student who earns a 3.0 grade average for a semester without attaining a cumulative 3.0 while on academic financial aid warning is allowed to remain in school. (A student may continue on academic financial aid warning even though his/her cumulative grade average is below 3.0 as long as he/she meets the minimum standards each semester.) While on academic financial aid warning, a student not earning a 3.0 grade average in a semester is dismissed from Keiser University.

The cumulative GPA continues throughout a student's tenure at Keiser University. When a student transfers from one program to another, the student's current cumulative GPA will transfer to the new program and the final calculation will include all courses taken at Keiser University.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. The normal timeframe is measured in credit hours attempted (rather than semesters) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Keiser University requires students to successfully complete 67% of credit hours attempted each semester. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

A student whose cumulative completion rate falls below 67% at the end of a semester is placed on academic financial aid warning for the next semester. While on academic financial aid warning, a student remains eligible for Title IV financial aid funds.

A student who completes 67% of credit hours attempted in a semester while on academic financial aid warning is allowed to remain in school. A student may continue on academic financial aid warning even though his/her cumulative completion rate is below 67% as long as he/she meets the minimum standards for each semester. A student on academic financial aid warning who brings his/her completion rate to 67% is removed from academic financial aid warning. A student on academic financial aid warning who does not complete 67% of the credits attempted in a semester is dismissed from Keiser University.

A student who has been dismissed may reapply to Keiser University after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 3.0 cumulative grade point average to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

A student who is readmitted after dismissal for failure to meet the quantitative standard is readmitted on academic financial aid warning and is not eligible for Title IV funds until he/she has completed 67% or more of credit hours attempted.

When a student transfers from one program to another, the quantitative SAP of the student is calculated based on credits attempted and earned in the new program, as well as all credits attempted in the current program that are also applicable to the new program. All credits that are transferred from another institution are also included in the quantitative calculation.

Keiser University may use its discretion in waiving its Satisfactory Academic Progress standards in cases where students have mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family. Students requesting an appeal of Keiser University's Satisfactory Academic Progress standards must submit a written request, with appropriate documentation, to the Dean of the Graduate School. If an appeal is approved, a student is allowed one additional semester to meet required standards and to regain eligibility for Title IV funds.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on academic financial aid warning beyond two consecutive semesters. At that point, Veterans' Benefits can be terminated. A student terminated from Veterans' Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 3.0 cumulative grade average.

PAGE 500, GRADUATE SCHOOL, UNIVERSITY WITHDRAWAL

Replace this section with the following policy:

University Withdrawal Policy

When a student withdraws from Keiser University, oral or written notice should be given to the Dean of the Graduate School by the student, parent or guardian. Such notice should contain the reason for the withdrawal.

The student has a responsibility to notify the University of their intent to withdraw and indicate the date of the withdrawal. If the student plans to return to school, this should be indicated to the Dean of the Graduate School during this process.

A student who withdraws and does not notify the University of their intent to return must be withdrawn within 14 days of the last date of attendance. In addition, any student who has not attended class within 14 days must be withdrawn.

The above policy will affect the student's grade based on the following:

- Withdrawal prior to 50% completion of the course, a grade of W will be assigned.
- Withdrawal after 50% completion of the course, a grade of F will be assigned.

PAGE 500, GRADING POLICY—GRADUATE SCHOOL

Replace the rest of this section after the first paragraph with the following:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90 - 100%
B	Good	3.0	80 - 89%
C	Average	2.0	70 - 79%
F	Failing	0.0	Less than 70%*
P	Pass	Not Computed	
LP	Limited Progress	Not Computed	
RC	Residency Complete		
RNC	Residency Not Completed		
AU	Audit	Not Computed	
I	Incomplete	Not Computed	
W	Withdrawal	Not Computed	(prior to 50% completion)
WNA	Withdrawal/ No Attendance	Not Computed	
T	Transfer Credit	Not Computed	

*Students will also be assigned a grade of "F" for withdrawing after attending 50% of a course and not taking the final examination.

Grades are posted online at the end of each term. Students receiving an Incomplete in any subject must meet with their instructor to discuss satisfactory arrangements to fulfill course requirements. Course assignments for an Incompletes must be completed within four (4) weeks of the beginning of the next term. Exceptions to this policy must be approved by the Dean of the Graduate School. Failure to complete the work within this four-week time period will, without administrative approval, result in a failing grade.

Dissertation grades for Doctor of Philosophy degree programs, Pass, Fail, and Limited Progress, are awarded at the end of every dissertation course block. Limited Progress grades are awarded when a doctoral candidate successfully completes all but one course benchmarks with the expectation that the remaining benchmark can be completed within two weeks. Exceptions to this policy must be approved by the Dean of the Graduate School.

Dissertation grades for Doctor of Business Administration degree programs, Pass, Fail, and Progressing, are awarded at the end of every dissertation course. Progressing grades are awarded in dissertation courses that are not complete within one term. Progressing grades will be changed to Pass or Failing pending completion of course benchmarks within required time limits. Exceptions to this policy must be approved by the Dean of the Graduate School.

PAGE 501, GRADUATE SCHOOL GRADUATION REQUIREMENTS

Replace this section with the following:

GRADUATION REQUIREMENTS
Graduate Degrees

Requirements for Doctor of Philosophy in Educational Leadership, Instructional Design and Technology, 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 three day residency before the comprehensive examination (PhD in Psychology only)
- 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 Education Specialist in Educational Leadership or Education Specialist in Instructional Design and Technology

To earn an Education Specialist degree from Keiser University, students must accomplish the following:

- Earn a minimum of 30 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 24 credit hours of the EdS program through Keiser University
- Complete all EdS requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Successfully complete a Comprehensive Examination upon completion of 30 graduate semester credit hours

Requirements for Master of Business Administration

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

- Earn a minimum of 42 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 36 credits of the MBA program through Keiser University
- Complete all MBA degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

Requirements for Master of Science in Education and Master of Arts in Criminal Justice

To earn a Master of Science or Master of Arts 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 program through Keiser University
- Complete all degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

Requirements for Master of Science in Physician Assistant

To earn a Master of Science in Physician Assistant degree from Keiser University, students must accomplish the following:

- Earn a minimum of 138 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Complete all credits of the MSPA program through Keiser University
- Complete all MSPA degree requirements within two years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School
- Register for the Physician Assistant National Certification Examination (PANCE) prior to completing the last course.

Graduate Business Certificate Program

To earn a Graduate Business Certificate from Keiser University, students must accomplish the following:

- Earn a minimum of 18 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of “C”
- Complete all 18 credit hours through Keiser University

PAGE 502, EDUCATION SPECIALIST GRADUATION REQUIREMENTS

Insert the following after “Additional Requirements for Ph.D. in Education”:

GRADUATION REQUIREMENTS

Education Specialist in Educational Leadership or Education Specialist in Instructional Design and Technology

To earn an Education Specialist degree from Keiser University, students must accomplish the following:

- Earn a minimum of 30 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 24 credit hours of the EdS program through Keiser University
- Complete all EdS requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Successfully complete a Comprehensive Examination upon completion of 30 graduate semester credit hours

PAGE 502, ADDITIONAL REQUIREMENTS--MBA

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

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 Graduate School Dean
- 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

- 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 503, ADDITIONAL REQUIREMENTS – MS MANAGEMENT, MS NURSING

Insert the following BEFORE the section on MS Physician Assistant:

Additional Requirements for Master of Science in Management

To earn a Master of Science in Management from Keiser University, students must accomplish the following:

- Earn a minimum of 33 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 27 credits of the program through Keiser University
- Complete all degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

Additional Requirements for Master of Science in Nursing

To earn a Master of Science in Nursing from Keiser University, students must accomplish the following:

- Earn a minimum of 33.0 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 27 credits of the MSN program through Keiser University
- Complete all MSN degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete a final capstone evidenced-based project including final scholarly paper and poster

PAGE 509, ADMINISTRATION, FACULTY, AND STAFF—OFFICE OF THE CHANCELLOR

Adjust titles as follows:

ACADEMIC AFFAIRS

Associate Vice Chancellor of Institutional Projects

Arthur Ortiz

B.S. Florida International University

Associate Vice Chancellor of Quality Enhancement and Compliance

David Kreitner

Ph.D. Florida Atlantic University

M.A. Florida Atlantic University

B.M. Berklee College

Associate Vice Chancellor of Teaching and Learning

Christopher Stabile

Ed.D. Nova Southeastern University

M.A. Nova Southeastern University

B.S. Nova Southeastern University

Associate Vice Chancellor of Library Systems

Benjamin Williams

M.S.L.S. Clarion University
 B.A. Clarion University
 B.S. Clarion University

Associate Vice Chancellor of the Writing Program

Michael J. Record
 M.S. Nova Southeastern University
 B.A. Florida Atlantic University

Add the following:

Associate Vice Chancellor of Institutional Research, Planning, and Assessment

Angela Henderson
 M.L.I.S. Valdosta State University
 M.A. Georgia Southern University
 B.A. Valdosta State University

PAGE 526, FT. LAUDERDALE FACULTY—RESPIRATORY THERAPY

Replace this section with the following:

Lourdes Zambrana, RRT – Program Director
 MBA American Intercontinental University
 BPS Barry University

Kibrab Asefaw, RRT
 MBA Barry University
 BSHSA Barry University
 AS Miami Dade College

Jules P. Clavan, RRT, RPSGT
 BS University of South Florida
 AS Miami-Dade Community College

Marie Gerdes, RRT
 MAS Fairleigh Dickinson University
 BS University of Central Florida
 AA University of South Florida

Darren Hoffberger, DO -- Medical Director
 D.O. Nova Southeastern University
 B.A. Washington University