

2015-2016



# KEISER UNIVERSITY

## GRADUATE SCHOOL CATALOG

OCTOBER, 2015  
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2015 - 2016

**KEISER UNIVERSITY**

[www.keiseruniversity.edu](http://www.keiseruniversity.edu)

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Keiser University publishes an “electronic catalog” annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, Keiser University reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The University makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the University web site at <http://www.keiseruniversity.edu> or call the main campus at 954-776-4456 for specific information if desired.

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Keiser University main campus – Ft. Lauderdale, FL

## General Information

### MISSION STATEMENT

Keiser University is a regionally accredited private career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale, with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a “students first” philosophy, Keiser University prepares graduates for careers in business, criminal justice, health care, technology, hospitality, education, and career-focused general studies.

Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

### STRATEGIC DIRECTIONS

Keiser University has identified five key long-range strategic directions to guide the institution and to encourage successful growth.

As such, Keiser University aspires to:

- Promote academic excellence and achievement through quality educational programs.
- Attract and retain diverse quality faculty and staff.
- Grow distinctive and accessible high-demand program offerings.
- Foster a supportive environment for successful teaching and learning.
- Expand campus locations and collaborations in the southeastern region of the United States and internationally.

### GOALS

The institutional goals of Keiser University support both the institution’s long-range strategic directions and the institution’s mission. As such, Keiser University seeks to:

- Continually change, improve and ensure the effectiveness of the University's programs in preparing students for successful careers.

- Engage and maintain a faculty that is well-qualified academically, possesses current technical and professional knowledge and experience and has the ability to convey this knowledge to students.
- Improve written and verbal competencies of students as well as analytical and technical skills.
- Provide facilities that support educational programs and enable students to develop profession-specific skills.
- Engage and maintain a staff that is caring, provides student support and meets the University's educational goals and objectives.
- Attract qualified students of diverse backgrounds.
- Provide a collegiate atmosphere of academic freedom that encourages open exchange of ideas.
- Provide distance learning activities through Web-based courses and degrees.
- Provide a commitment to research at the doctoral level.

## PHILOSOPHY

In today's society, there is a genuine need for a University that offers its students quality academic and career education in an atmosphere of personalized attention. Keiser University offers career educational programs that prepare them to enter their chosen career field upon graduation. Other students utilize Keiser University programs as a stepping-stone to further education. Other students may be community residents or business members who attend contract training or University-sponsored seminars.

At Keiser University, each student is considered an individual, and the University strives to be aware at all times of the needs of each member of its student body. The faculty of Keiser University believes that career education instruction is an art as well as a science. It is a dynamic process that develops both the skill and the intellect of career-minded individuals in its community. Career education is an interactive process on which the future of society depends. Graduates become technicians, professionals and clinicians who are critical for future economic growth.

Keiser University's goal is to train career-minded individuals by offering an education that produces an employable, skilled, responsible and accountable person. Keiser University students are prepared to provide professional skills necessary to meet the projected needs of society. Inherent in the goals established for Keiser University is the belief that learning takes place in a variety of ways. For this reason, Keiser University curricula are flexible and incorporate previous knowledge and skills.

Keiser University affirms that all members of the academic community share responsibility for establishing, implementing and evaluating its educational programs. Further, Keiser University believes that members of business and industry must also participate in this process.

Finally, it is the philosophy of Keiser University that no person shall be denied admission to any program, be excluded from any training, be denied the benefits of training, or be subjected to discrimination in any hiring practice or activity of the University because of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or religious belief.

## HISTORY

Keiser University, established by the Keiser family in 1977, is a regionally accredited, private, career university offering masters, baccalaureate and associate degrees. The founders, Dr. Arthur Keiser and Mrs. Evelyn Keiser, felt that South Florida needed a private career college providing realistic hands-on training in a caring, conscientious and professional manner. The Keiser School opened its doors to medical and dental assisting students in 1978. In 1980, the Keiser School applied for and received accreditation from the Accrediting Bureau of Health Education Schools, as well as from the National Association of Trade and Technical Schools. In 1981, the Keiser School added a Medical Laboratory Technician program and a Nursing Assistant program.

In 1982, the Keiser School expanded its scope of career education to include Computer Information Systems/Management, Computer Programming, Computer Repair Technology and Paralegal Studies. To more effectively represent its mission, the Keiser School changed its name to Keiser Institute of Technology.

In 1984, Keiser Institute of Technology applied for and was granted accreditation through the Southern Association of Colleges and Schools Commission on Occupational Educational Institutions, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500. The Institute subsequently developed general education/academic courses to give students a more rounded education. In 1986, Keiser Institute of Technology received approval from the Florida State Board of Independent Colleges and Universities to offer associate of science degrees. Once again, Keiser changed its name to more accurately reflect its offerings and became Keiser College.

In 1989, Keiser College received candidacy for accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award the associate degree. Also, in 1989, the College established a second campus in Melbourne, Florida and added a Computer Aided Drafting and Design program to the curricula at both campuses.

In 1991, Keiser College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500) to award associate degrees.

In 1992, the College expanded by establishing a third campus in Tallahassee, Florida.

In 1994, Keiser College was granted accreditation for its Medical Laboratory Technician program.

In 1995, Keiser College established new campuses in Daytona Beach and Sarasota, Florida. Keiser College was granted accreditation for its Radiologic Technology program.

In 1998, Keiser College established and received accreditation for the Occupational Therapy Assistant program and, in 2000, the Physical Therapist Assistant program received its accreditation, expanding the College's commitment to the health care industry. The Diagnostic Medical Sonography specialty was incorporated and accredited.

In 2000, Keiser College opened a new campus in Lakeland, Florida. In 2001, another campus was opened in Kendall, Florida and in 2002, one in Orlando, Florida. In 2003, Keiser College opened a new campus in Jacksonville, Florida.

In 2002, Keiser College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award baccalaureate degrees.

In 2004, Keiser College opened new campuses in Port St. Lucie, West Palm Beach and Pembroke Pines, Florida, and, in 2005, a new campus in Tampa, Florida.

In 2006, Keiser College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award master's degrees. Keiser changed its name to more accurately reflect its offerings and became Keiser University.

In 2009, Keiser University attained Level V approval from the Commission on Colleges of the Southern Association of Colleges and Schools to award doctoral degrees.

In 2010, Keiser University opened new locations in Ft. Myers, Florida, Port St. Lucie, Florida (College of Golf and Sport Management), and Shanghai, China.

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.

In 2013, Keiser University established another off-campus instructional site at the former location of the Latin American Campus of Ave Maria University in San Marcos, Nicaragua. The Latin American Campus was founded by the University of Mobile (Alabama), a Baptist University in 1993. In 2000, operations of the Latin American Campus were transferred from the University of Mobile to Ave Maria College (Michigan), a Catholic college and the predecessor of Ave Maria University of Florida. In 2004, the Latin American Campus began the process which led to its becoming part of Ave Maria University in Florida.

The University has grown rapidly over the past decades and has received numerous awards and recognition for its achievements in furthering career education in Florida.

## ACCREDITATION

Keiser University has met the standards of accreditation by the following recognized accreditation commissions:

- Keiser University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and degrees at the associate, baccalaureate, masters, specialist, and doctoral levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Keiser University. *Please note: Normal inquiries about Keiser University, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Keiser University and not to the Commission's office. The Commission should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.*
- The following business programs at Keiser University- Ft. Lauderdale Campus and its extended off-campus learning sites in Florida are accredited by the Accreditation

Council for Business Schools and Programs: Associate of Arts in Business Administration, Bachelor of Arts in Business Administration, and Masters of Business Administration.

- The Keiser University Occupational Therapy Bridge Program has applied for accreditation and has been granted “Candidacy Status” by the Accreditation Council for Occupational Therapy Education (ACOTE) at [acote.aota.org](http://acote.aota.org) of the American Occupational Therapy Association (AOTA) at [aota.org](http://aota.org). ACOTE is located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE’S telephone number C/O AOTA is (301) 652-AOTA. Upon completion of the accreditation process, graduates of the program will be eligible to sit for the national certification examination for occupational therapists, administered by the National Board for Certification in Occupational Therapy (NBCOT; [nbcot.org](http://nbcot.org)). After successful completion of the national certification examination, the individual will be an Occupational Therapist, Registered (OTR). Program results from the National Board for Certification in Occupational Therapy (NBCOT) can be found online at <https://secure.nbcot.org/data/schoolstats.aspx>
- Keiser University’s Master of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791, [www.aacn.nche.edu](http://www.aacn.nche.edu).
- Keiser University’s Physician Assistant program, Fort Lauderdale campus, is 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](http://www.arc-pa.org).
- (Accreditations and approvals are available at the University for inspection during regular business hours.)

#### AMERICANS WITH DISABILITIES ACT

Keiser University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Keiser University campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

A student who feels he or she not been treated fairly under Keiser University’s stated federal policies has the right to file a written complaint. A complaint should be submitted to the president of the campus. These procedures apply only to complaints received in writing. A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.

Within 15 business days after acknowledging receipt of the handicapped policy complaint, the president of the campus will inform the complainant regarding the institutional response to the written complaint.

Students have the right to file a grievance with Keiser University in the event that students believe the University has not followed its policies. The grievance procedures are described in this catalog.

The following individual is Keiser University's Section 504 Coordinator:

Dr. Christopher Stabile

Associate Vice Chancellor of Teaching and Learning

Office of the Chancellor

1900 W. Commercial Boulevard, Suite 180, Ft. Lauderdale, Florida 33309

Tel: (954) 776-4476 [cstabile@keiseruniversity.edu](mailto:cstabile@keiseruniversity.edu)

## EQUAL OPPORTUNITY STATEMENT

Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

## MEMBERSHIPS AND APPROVALS

### **Association Memberships**

American Culinary Federation

American Institute of Graphic Arts

American Nurses/Florida Nurse Association

American Society of Radiologists

Association of Educators in Imaging and Radiologic Science

Broward County Veterans Council

Career College Association

Council of Colleges and Military Educators

First Coast Black Nurses Association

First Coast Higher Education Alliance

First Coast Nurse Leaders Consortium

First Coast Student Max Program

Florida Advisory Council on Military Education

Florida Association of Postsecondary Schools and Colleges

Florida Association of Veterans Education Specialists

Florida Cooperative Education and Placement Association

Florida Restaurant and Lodging Association

Florida Police Chiefs Association

Great 100 Nurses of Northeast Florida

Human Resource Association of Tallahassee

Independent Colleges and Universities of Florida

Jacksonville Blueprint for Prosperity

Jacksonville Society of Radiologic Technologists

Media Relations Committee for the Tallahassee 25

National Association of Colleges and Employers

National Association of Health Career Schools

National Association of Legal Assistants, Inc.



National Association of Student Employment Administrators  
National Association of Veteran’s Program Administrators (NAVPA)  
National Council of Teachers of English  
National League for Nursing  
National Science Teachers Association  
Sarasota Human Resources Association  
Southern Association of Student Employment Administrators  
Uptown Business Association  
Volusia Manufacturers Association

**Chamber of Commerce Memberships**

Brandon  
Brevard County  
Cocoa Beach  
DeLand  
Ft. Lauderdale/Broward County  
Greater Orlando Area Chamber of Commerce  
Greater Sarasota  
Halifax/Daytona  
Jacksonville  
Lakeland  
Manatee Chamber of Commerce  
Melbourne/Palm Bay  
Miramar/Pembroke Pines  
Palm Beach County  
Port St. Lucie  
Tallahassee  
Tampa  
West Kendall

**Approvals**

Brevard County Private Industry Council  
Broward Employment and Training Administration  
Flagler Volusia Workforce Development Board  
Florida Department of Labor and Employment Security Division of Vocational Rehabilitation  
Florida Department of Veterans Affairs, Bureau of State Approving for Veterans Training (not all programs or locations)  
U.S. Department of Education (for Title IV federal financial aid programs)

**Other Affiliations**

Brevard Economic Development Commission  
Business Development Board of the Palm Beaches  
Emerge Lakeland  
Higher Education Partnership in South East Florida  
Lakeland Economic Development Council  
Lakewood Ranch Business Alliance  
Leon County Economic Development Council  
Manatee Economic Development Council  
Metro Orlando Economic Development Commission  
Polk County Workforce Development Board  
Sarasota Economic Development Corporation  
Sarasota Workforce Development Committee

Suncoast Education Alliance  
Tallahassee Work Force Development Board  
Work Force Alliance, Palm Beach County

### **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.

### **GOVERNANCE**

Keiser University is a not-for-profit 501(c)(3) corporation incorporated in the State of Florida. Keiser University is managed and controlled by the Everglades College, Inc. Board of Trustees which is the legal entity responsible for policy and procedure promulgation, review and amendment.

#### **Board of Trustees**

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## Descriptions of Facilities and Equipment



### **Keiser University, Clearwater**

Keiser University – Clearwater is located off Highway 19 near East Bay Drive, not far from the St. Petersburg-Clearwater International Airport. At our Clearwater campus, you can take advantage of the services offered by our helpful admissions, academic affairs, student services and financial aid departments. Our Clearwater campus features spacious classrooms, labs, computer workstations, auditorium, and career and student services centers, and a student lounge area where you can go between classes or study for your next exam. We also offer convenient on-site parking.



### **Keiser University College of Golf & Sport Management**

The Keiser University College of Golf & Sport Management is located on the Keiser University Flagship Campus at 2600 North Military Trail in West Palm Beach. The College maintains state-of-the-art equipment and facilities for its programs in Golf Management, Exercise Science, Sport Management, and Sports Medicine and Fitness Technology. The Flagship Campus is the home of 17 NAIA athletic teams, club sports, and intramural activities. All equipment used at the Keiser University College of Golf & Sport Management meets industry standards and promotes program objectives.



### **Keiser University, Daytona Beach**

The Daytona Beach site is located one mile north of the Daytona International Speedway. Its 38,000 square-foot building has ample parking and is on a bus line. The campus has seventeen classrooms, two computer laboratories and individual laboratories for medical assisting, radiologic technology, diagnostic medical sonography, occupational therapy, sports medicine and fitness and forensic investigations. The University has a library, student lounge and auditorium. All equipment used at Keiser University is comparable to industry standards and effectively meets all program objectives.



### **Keiser University Flagship Campus**

Keiser University's Flagship Campus is located at 2600 North Military Trail in West Palm Beach, on a 100-acre site with 263,968 square feet of buildings. The Flagship Campus offers students suite-style residence halls with meal plans, 24-hour security, Wi-Fi, and cable access, and maintains facilities to support 17 NAIA athletic teams, club sports, and intramural activities. All equipment used at Keiser University meets industry standards and program requirements.



### **Keiser University, Ft. Lauderdale**

The main campus of Keiser University is located in uptown Ft. Lauderdale approximately one mile west of Interstate 95. The building has six floors and encompasses over 100,000 square feet of laboratories, classrooms and offices. The University has a library, student lounge, six computer laboratories, seven medical laboratories, a sport and fitness laboratory and a large auditorium. Keiser University provides free parking and is on a major bus line. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Fort Myers**

The Fort Myers site is located off of I-75 at the 138 Exit. The 41,000 square-foot building has ample parking and is on a bus line. The Fort Myers campus has a library, student lounge and balcony, a student success center and an auditorium. Academically, there are three computer laboratories, eleven classrooms, and individual laboratories for diagnostic medical sonography, crime scene technology, information technology, medical assisting, sports medicine and fitness technology, and occupational therapy. All equipment used at Keiser University is comparable to industry standards and effectively meets all program learning objectives.



### **Keiser University, Jacksonville**

The Jacksonville site is located in south Jacksonville at The Summit at Southpoint, 6430 Southpoint Parkway. The 66,000 square-foot campus, located in a three-story building, has free parking. The Jacksonville campus has a library, writing center and mathematics lab, two student lounges, 28 classrooms, auditorium with seating for 104 people, seven medical laboratories, four computer laboratories, two radiology x-ray rooms, two physical therapy labs, three nursing labs, a forensic lab, a sport medicine and fitness technology laboratory and a crime scene technology laboratory. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Lakeland**

The Lakeland site is located in the Interstate Business Park at Exit 31 from Interstate 4. The two facilities (comprised of one 42,000 square-foot building and one 26,000 square-foot building) contain 31 classrooms, fifteen allied health laboratories, two natural science laboratories, six computer laboratories, and a dietetics laboratory. It has a student library, multiple student common areas, an auditorium and free adjacent parking. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Melbourne**

The Melbourne site is approximately three miles east of Interstate 95 between the Eau Gallie and US 192 exits. It comprises two buildings totaling approximately 92,000 square feet with 36 classrooms, 18 medical and science laboratories, eight computer laboratories, and offices. The complex has a library, auditorium, and two student lounges. Keiser University provides adjacent free parking. The buildings house facilities for Culinary Arts students, including a production kitchen, three kitchen laboratories, classrooms, and a multi-use facility for banquets, seminars, and special functions. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Miami**

The Miami site is located at 2101 NW 117<sup>th</sup> Avenue. The facilities consist of approximately 90,000 square feet, divided into three floors of classrooms, laboratories, an auditorium, conference rooms, bookstore, a library, administrative offices and student break areas, plus a 140,000 square foot parking garage. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, New Port Richey**

The New Port Richey campus of Keiser University is located in downtown New Port Richey on highway 19 North. The building has five floors and the campus has approximately 22,000 sq. ft. and consists of laboratories, classrooms and offices on the first, second and third floors. The University has a library, student lounge, one computer laboratory, and four medical laboratories. Keiser University provides free parking and is on a major bus line. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Orlando**

The Orlando site is located approximately five miles east of downtown Orlando at the intersection of Semoran Blvd (State Road 436) and Lake Underhill Road. The facilities consist of 55,000 square feet of medical and computer laboratories, classrooms, offices and a library. There is free parking adjacent to the building. Orlando also has an excellent bus system with two stops directly in front of the building. All equipment is comparable to industry standards and effectively meets program objectives.





### **Keiser University, Pembroke Pines**

The Pembroke Pines site is located off of Interstate 75, at 1640 SW 145<sup>th</sup> Avenue. The building has over 78,000 square feet of classrooms, laboratories and offices. It includes 39 classrooms, five medical laboratories, seven computer laboratories, one crime scene laboratory, a library and a 125-seat auditorium, as well as a covered walkway from the parking lot to the building. All equipment used at the University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Port St. Lucie**

The Port St. Lucie site is located on U.S. 1 two miles north of Port St. Lucie Boulevard. The building contains over 50,000 square feet of classrooms, computer laboratories, medical laboratories and administrative offices. It also contains a library, student lounge and an auditorium with theater-style seating. Free adjacent parking is provided. All equipment used at the University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, San Marcos, Nicaragua**

The San Marcos site is located on the beautifully renovated site of a former teachers' school, *La Antigua Escuela Normal de Señoritas de San Marcos*, Department of Carazo, Nicaragua and encompasses over 740,000 square feet including green areas and athletic field. It has 23 classrooms, a library and auditorium, campus dining facilities, modern computer and science laboratories, spacious dormitories, faculty offices, fitness center, administrative buildings, student services building, conference center, and a 300-person chapel, *La Purísima*. The equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Sarasota**

The Sarasota site is at Interstate 75 and University Parkway. The three-story building has over 75,000 square feet and adjacent free parking. The facility has 28 classrooms, two medical laboratories, five large computer labs available, a library with a study area, and a large auditorium. A similar 75,000 square-foot building houses facilities for a variety of programs including Culinary Arts, which includes a production kitchen, three kitchen laboratories, and an additional 14 classrooms, multiple allied health available, and a conference room in a multi-use facility for banquets, seminars and special functions. All equipment used at the University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Shanghai, China**

The Shanghai campus is located on the 8th floor of the SIFEC building in the Putuo district of Shanghai in the People's Republic of China. The site has over 700 square meters (7,500 square feet) of classrooms, offices, and meeting and conference rooms, with a library, student lounge, and wireless computer network. There is a parking garage across the street from the campus. The City of Shanghai also has an excellent public transportation system with easy access to the campus buildings. All equipment is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Tallahassee and Annex**

The Tallahassee site is at Interstate 10 at the Capital Circle N.E. exit. It comprises five buildings that encompass 50,000 square feet of laboratories, classrooms and offices. Included is the Keiser University Center for Culinary Arts, a 16,000 square-foot, modern culinary facility providing Culinary Arts students with a production kitchen, four instructional kitchen laboratories, classrooms and a multi-use facility spacious enough for banquets, seminars and special functions. The Tallahassee complex also has 27 classrooms, four medical laboratories, six computer laboratories, multiple student lounges, a computer center and a library. Keiser University provides free parking that is adjacent to classrooms. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Tampa**

The Tampa site is located on West Waters Avenue one mile east of the Veterans Expressway. The campus is accessible to several major interstate highways. The five-story building provides over 96,000 square feet of classrooms, computer and medical laboratories and offices. The University has a library, writing studio, career center, a cafe and more than 400 adjacent free parking spaces. All equipment used at the campus is comparable with industry standards and effectively meets all program objectives.



### **Keiser University, West Palm Beach**

The West Palm Beach site is located one mile west of the intersection of the Florida Turnpike, between Okeechobee Boulevard and Jog Road; and, ten miles west of Interstate 95 in the Vista Business Center. The site consists of more than 47,000 square feet of classrooms, laboratories and offices and provides free adjacent parking. It has 21 classrooms, seven medical laboratories, five computer laboratories, a library, career center, student lounge and a large auditorium. All equipment used at the University is comparable to industry standards and effectively meets program objectives.



## Admissions

### GENERAL ADMISSIONS REQUIREMENTS

Applicants desiring to enter Keiser University must submit an application to the Admissions Office well in advance of the start 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.

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

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

Keiser University reserves the right to accept up to 5% of applicants to a graduate program who do not meet appropriate entrance test scores but who request admission based on other criteria. An appeal letter and accompanying documentation should be addressed to the Dean of the Graduate School; such requests will be reviewed by the Dean of the Graduate School, program leadership, and others as appropriate. If the appeal is approved, a waiver letter is placed in the applicant's academic file by the Dean of the Graduate School or the appropriate designee.

### PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

#### SCHOOL OF BUSINESS AND TECHNOLOGY

##### *DOCTOR OF BUSINESS ADMINISTRATION*

Candidates for admissions to the DBA program are required to hold a master's 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, and letters of recommendation. 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 an accredited college or university
- A one-page personal statement describing expectations of the Doctor of Business Administration program
- 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

**Failure to provide documentation required at the end of the first semester may lead to suspension from the University.**

***MASTER OF ACCOUNTANCY***

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

**Required documents for admission are as follows:**

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of an appropriate bachelor's degree from an accredited college or university, including upper division coursework in accounting: financial, managerial/cost, tax, and auditing
- Submission of official transcripts or original foreign evaluations showing successful completion of an appropriate bachelor's degree program from an accredited college or university, including upper division coursework in accounting: financial, managerial/cost, tax, and auditing, received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GMAT score of 450, GRE composite score of 295 (or 1350 for tests taken before August 1, 2011) or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

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

- Graduate degree from an accredited institution
- Appropriate undergraduate degree from an accredited college or university with a grade average of at least 3.0
- Appropriate undergraduate degree from an accredited college or university with a grade average of 2.7 or above with a minimum of two years of accounting or related professional work experience
- Completion of the first semester of enrollment with a minimum grade average of 3.0.  
**Failure to provide documentation or test scores or to achieve the grade point average required at the end of the first semester may lead to suspension or dismissal from the University.**

### *MASTER OF BUSINESS ADMINISTRATION*

Candidates for admission to the MBA program are required to hold a four-year baccalaureate degree (or equivalent) from a regionally or nationally accredited institution. To ensure success in the core curriculum of the Keiser University MBA program requires a student to have a 3.0 undergraduate GPA with demonstrated competency in business knowledge through prior coursework with a minimum of B grades including accounting, finance economics and statistics before starting the MBA program or take and pass pre-requisites with a B or better grade. Students who have not successfully completed coursework in one or more of the above disciplines will be provided the opportunity to take these courses or the prerequisite courses in the semester(s) prior to the start of the MBA program.

Students who have not successfully completed 6 undergraduate credits or 3 graduate credits with at least a B grade in each of the required will be provided the opportunity to take the pre-requisite courses in the semester(s) prior to the start of the MBA program. Any student entering the program with a GPA below 3.0 will be provided the opportunity to take the prerequisite courses in the semester(s) prior to the start of the MBA program.

The prerequisites for the MBA program help ensure students are prepared for graduate business studies. The courses give the students an introduction to up to date business concepts both quantitatively and qualitatively.

All students are encouraged to submit Graduate Management Admissions Test (GMAT) 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's degree from a regionally accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program from a regionally 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

**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.**

## ***MASTER OF SCIENCE IN MANAGEMENT***

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 from an accredited college or university
- 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
- Minimum GMAT score of 450, GRE composite score of 295 (or 1350 for tests taken before August 1, 2011) 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:**

- 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.

**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.**

## ***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. Applicants must have knowledge of data structures and algorithms, assembly language and computer architecture, structured programming in a modern high-level language, and discrete mathematics.
- Applicants who do not have an adequate background may be required to take one or more of these pre-requisites:

○ CDA2100	Computer Architecture	3.0 credit hours
○ COP1800C	Java Programming I	4.0 credit hours
○ COT2104	Discrete Mathematics and	



○ COT1405C	Probability	3.0 credit hours
	Introduction to Algorithms	4.0 credit hours

The pre-requisite courses, when required, must be completed prior to taking the Information Security program courses. However, some exceptions may be permitted by the program director. All the required pre-requisite courses must be completed with a grade of “B” or higher to continue in the 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 bachelor’s degree in an IT related from an accredited college or university
- A minimum undergraduate GPA of 2.7 or higher
- A one-page personal statement describing intent to pursue the Master's degree in Information Security program
- 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

**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.**

*MASTER OF SCIENCE IN INFORMATION TECHNOLOGY LEADERSHIP*

**Admission Requirements:**

Baccalaureate degree from an accredited institution in an information technology related field or baccalaureate degree from an accredited institution and supervisory related work experience.

**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 with a minimum cumulative undergraduate GPA of 2.7 or higher from an accredited college or university
- Submission of a one-page personal statement describing intent to pursue the Master of Science in Information Technology Leadership program
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor’s degree from an accredited college or university, within the first semester of enrollment
- Two letters of recommendation from professional references
- Current resume indicating education and complete work history

**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.**

## SCHOOL OF EDUCATION

### *DOCTOR OF PHILOSOPHY IN CURRICULUM AND INSTRUCTION, EDUCATIONAL LEADERSHIP, AND INSTRUCTIONAL DESIGN AND TECHNOLOGY*

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 an accredited college or university
- 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

**Failure to provide documentation required at the end of the first semester may lead to suspension from the University.**

### *EDUCATION SPECIALIST*

#### **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 from an accredited college or university
- 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

**Failure to provide documentation required at the end of the first semester may lead to suspension from the University.**

### *MASTER OF SCIENCE IN EDUCATION*

Candidates for admission to the Master of Science in Education programs are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in education 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's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program 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 295 (or 1350 for tests taken before August 1, 2011) 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:**

- 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.

**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.**

***GRADUATE EDUCATION CERTIFICATE IN CAREER COLLEGE ADMINISTRATION***

Candidates for admission to the Graduate Education Certificate in Career College Administration program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in education 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's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program 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 295 (or 1350 for tests taken before August 1, 2011) 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:**

- 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.

**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.**

## **SCHOOL OF HEALTH SCIENCES**

### *DOCTOR OF HEALTH SCIENCE*

Candidates for admission to the Doctor of Health Science program are required to hold a graduate degree from a regionally accredited institution. Two (2) years of full-time managerial or professional experience in the healthcare field, two letters of recommendation from healthcare supervisors and an interview with Doctor of Health Science program faculty. An admission decision is based on a combination of a student's graduate academic performance, professional experience, and letters of recommendation. Applicants are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application. Please note: An interview is not granted to all applicants.

#### **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 graduate degree from a regionally accredited college or university
- A one-page personal statement describing expectations of the Doctor of Health Science program
- Two letters of recommendation from healthcare supervisors
- Current resume indicating education, complete work history (clinical and other), volunteer activities, publications and/or presentations
- Submission of official transcripts or original foreign evaluations showing successful completion of a graduate degree from a regionally accredited college or university within the first semester of enrollment

### *DOCTOR OF NURSING PRACTICE*

Candidates for admission to the DNP program are required to hold a Master's degree in nursing from a regionally or nationally accredited university with minimum nursing graduate level GPA of 3.2 or higher. Students must also enter with and maintain an Active unrestricted registered nurse or advanced practice nursing license. All students are encouraged to submit Graduate Records

Exam (GRE) scores in support of their application. Admission decisions are based on a combination of a student's Master's level academic performance, GRE score, letters of recommendation, personal declaration statement, and an interview with DNP faculty. Interviews may be conducted via teleconference. Please note: An interview is not granted to all applicants.

### **Admission Requirements**

- Master's degree in nursing from a regionally or nationally accredited university
- Minimum nursing graduate level GPA of 3.2 or higher
- Active unrestricted registered nurse or advanced practice nursing license

### **Required documents for admission are as follows:**

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript showing successful completion of a Master's degree in nursing from a regionally or nationally accredited university with a minimum graduate GPA level of 3.2 or higher
- Minimum GRE composite score of 295 (or 1350 for tests taken before August 1, 2011).
- **Requirement for GRE score may be waived for students who meet any one of the following:**
  - Graduate degree from a regionally or nationally accredited institution
  - Completion of the first semester of enrollment with a minimum grade average of 3.0.
- One page personal statement describing intent to pursue the DNP and areas of potential interest for the DNP Project
- Submission of an unofficial transcript showing successful completion of a Master's degree in nursing from an accredited university within the first semester of enrollment
- Three letters of recommendation from health care professionals including at least one from faculty in a previous nursing program
- Current formal resume with complete education and nursing employment histories
- Successful background check and drug screening

Failure to provide documentation of 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.

### ***MASTER OF SCIENCE IN NURSING***

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 nursing from an accredited college or university
- Active unrestricted Professional Registered Nurse license

### **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 nursing from an accredited college or university
- A minimum undergraduate GPA of 2.7 or higher (exceptions to this policy must be approved by the Dean of the Graduate School)
- A one-page personal statement describing intent to pursue the Master of Science Degree in Nursing

- 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

**Failure to provide documentation required at the end of the first semester may lead to suspension from the University.**

### *MASTER OF SCIENCE IN NURSING, FAMILY NURSE PRACTITIONER*

Candidates for admission to the MSN FNP program are required to hold a four-year baccalaureate degree in nursing from a regionally accredited institution with a minimum undergraduate GPA of 3.2 on a 4.0 scale. An admission decision is based on a combination of a student's undergraduate academic performance, previous clinical experience as a Registered Nurse (RN), three letters of recommendation to include: Two (2) from nursing/healthcare supervisors and one (1) from a nursing faculty, writing assessment, and an interview with MSN FNP faculty. Please note: An interview is not granted to all applicants. All applicants are required to have a clear criminal background check and drug screen.

#### **Required Documents for Admission are as follows:**

- Submission of a completed Graduate School Application
- Submission of a completed NursingCAS Application (suggested)
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a baccalaureate degree in nursing from a regionally accredited college or university
- Active unrestricted Professional Registered Nurse license
- A minimum undergraduate GPA of 3.2 on a 4.0 scale for the baccalaureate degree in nursing
- Writing Sample
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree in nursing from a regionally accredited college or university within the first semester of enrollment
- Three letters of recommendation: Two (2) from nursing/healthcare supervisors, One (1) from a nursing faculty
- Current resume indicating education, complete work history (clinical and other), volunteer activities, publications and/or presentations Note: Applicants must have a minimum of one year of recent clinical practice experience working with patients.
- Completed clear criminal history background check
- Completed clear drug screen

**Failure to provide documentation required at the end of the first semester may lead to suspension from the University.**

### *MASTER OF SCIENCE IN NUTRITION*

Candidates for admission to the Master of Science in Nutrition program are required to hold a four-year baccalaureate degree (or equivalent) in nutrition or a related field from an accredited institution. 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 Records Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

**Required documents for admission are as follows:**

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree from an accredited college or university
- Submission of an official transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree from an accredited college or university received within the first semester of enrollment
- Proof of Registered Dietitian/Registered Dietitian Nutritionist status OR proof of state licensure OR proof of state certification as dietitian/nutritionist OR verification statement from an accredited Didactic Program in Dietetics
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 295 (or 1350 for tests taken before August 1, 2011) or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history.

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

- Graduate degree from an accredited institution
- Undergraduate degree from an accredited college or university with a grade average of at least 3.0
- 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.**

***MASTER OF SCIENCE IN OCCUPATIONAL THERAPY – BRIDGE PROGRAM***

Candidates for admission to the Master of Science in Occupational Therapy degree program are required to hold an Associate of Science in Occupational Therapy Assistant Degree from a regionally accredited institution with a minimum grade point average of 3.0 on a 4.0 scale. Note: An Associate of Science in Occupational Therapy Assistant degree is expected to contain 84 semester credit hours. Candidates who enter with an Associate of Science in Occupational Therapy Assistant degree with less than 84 semester credit hours will be required to complete elective courses to bring the total to 84 semester credit hours. A Bachelor of Science in Occupational Health will be awarded after completion of 120 undergraduate semester credit hours. Candidates are required to have a minimum of one (1) year of recent, professional experience working as a licensed occupational therapy assistant and an active unrestricted Professional OTA license. An admission decision is based on a combination of a student's academic performance, previous clinical experience as a licensed occupational therapy assistant, three letters of recommendation to include: Two (2) from healthcare supervisors and one (1) from an OTA faculty member, a letter of intent, and an interview with MSOT faculty. Please note: An interview is not granted to all applicants. Applicants are required to have a clear criminal background check and drug screen.

**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 an Associate of Science in Occupational Therapy Assistant Degree from a regionally accredited institution
  - Submission of official transcripts or original foreign evaluations showing successful completion of an Associate of Science in Occupational Therapy Assistant Degree from a regionally accredited institution must be provided by the end of the first semester
  - Active unrestricted Professional OTA license
  - Letter of intent
  - Three letters of recommendation: Two (2) from healthcare supervisors and one (1) from an OTA faculty member
  - Current resume indicating education, complete work history (clinical and other), volunteer activities, publications and/or presentations
- Note: Applicants must have a minimum of one year of recent clinical practice experience**
- Completed clear criminal history background check
  - Completed clear drug screen

**Failure to provide documentation required at the end of the first semester may lead to suspension from the University.**

**Applicants should be aware that most agencies and credentialing bodies require an updated criminal background check as a prerequisite for fieldwork placements. Having been convicted of a felony and/or some misdemeanors may prevent the student from being licensed or employed or from completing fieldwork in pediatric/health care settings.**

**NOTE: Prior to admission to the MSOT program applicants who earned less than 84 credit hours in their Associate of Science in Occupational Therapy Assistant programs will be required to complete elective courses to make up for missing credits before beginning graduate level courses.**

#### *MASTER OF SCIENCE IN PHYSICIAN ASSISTANT*

Candidates for admission to the MSPA program are required to hold a four-year baccalaureate degree (or equivalent) from a regionally accredited institution with a minimum undergraduate GPA of 2.75. A GRE will be required. GRE minimum score of 294 (or 950 on tests taken before August 1, 2011). Students must come from health care backgrounds and successfully complete the following pre-requisite courses with a grade of C or higher: College Math or higher (3sh), English (6sh), including (3sh) English Composition, Humanities (3sh), Social Sciences (3sh), General Biology or Zoology, including lab (4sh), Microbiology, including lab (4sh), Genetics (3sh), Human Anatomy and Physiology, including lab (8sh), General Chemistry I and II including lab (8sh), and Biochemistry or Organic Chemistry (3sh), Behavioral Science (6sh) and Medical Terminology.

An admission decision is based on a combination of the student's undergraduate grade point average, writing assessment, healthcare experience, three letters of recommendation to include: a physician assistant, any practicing healthcare provider and a personal reference, physician assistant shadowing, community service-volunteering, and interview. A personal interview is required for admission and granted at the invitation of the PA program. Please note: An interview is not granted to all applicants. Each applicant must have a successful background check and drug screen.



**Admission Requirements:**

- Bachelor degree (from a regionally accredited institution) or equivalent
- Undergraduate minimum GPA 2.75
- Cumulative minimum science GPA 3.0
- Cumulative minimum pre-requisite GPA 3.0
- GRE minimum score of 294 (or 950 on tests taken before August 1, 2011)
- Complete Physician Assistant Applicant Packet
- Pre-requisite Courses required:
  - Medical Terminology
  - College Math or higher
  - Two English classes, one must be English Composition
  - A Humanities course such as Art, Music, etc.
  - General Biology or Zoology (including on-campus lab)
  - Microbiology (including on-campus lab)
  - Biochemistry or Organic
  - A Social Science course such as Sociology, Government, etc.
  - Human Anatomy & Physiology (including on-campus lab)
  - General Chemistry I & II (including on-campus lab)
  - Genetics
  - A Behavioral Sciences course such as Human Development, Abnormal Psychology, etc.

**SCHOOL OF SOCIAL SCIENCES*****DOCTOR OF PHILOSOPHY IN COUNSELOR EDUCATION AND SUPERVISION***

Candidates for admission to the Ph.D. Program in Counselor Education and Supervision are required to hold a master's degree in counseling from a CACREP-accredited program, or an equivalent program that leads to licensure, from a regionally accredited institution. Students missing CACREP entry-level requirements may be required to take additional coursework as a pre-requisite to admission or concurrently during the first year in the program. Students must also have a minimum 3.5 GPA in graduate level coursework. At least one year of experience in a mental health or related field is highly required.

**Required documents for admissions are as follows:**

- Submission of a completed Graduate School Application
- Submission of a Personal Goal Statement, demonstrating an interest in counselor education, teaching, research, professional service, clinical practice and/or counseling supervision.
- Submission of a résumé or curriculum vitae.
- Submission of official transcripts showing successful completion of a master's degree in counseling.
- Submission of official GRE scores (General test, not the Psychology Subject test).
- Submission of three letters of recommendation. One recommendation from a person who has been in a position to evaluate your clinical skills such as a former or current counseling professor, or a practicing counselor or psychologist who has observed your clinical work.

**Failure to provide documentation required at the end of the first semester may lead to suspension from the University.**

**If candidate is selected for an interview, the following are required:**

Only required of those applicants who are invited to interview for admission to the program. Submit a 10 to 15 minute video of a counseling session that is representative of applicant's counseling skills. Applicants will receive submission instructions when the invitation to interview is issued. All videos must be mock sessions. Do not submit recordings of actual client sessions.

Interviews for the Ph.D. program are by invitation only, after review of the completed application. Applicant information will be reviewed and those applicants moving to the next level of evaluation will be invited to participate in the interview process, which includes both a group interview and a personal interview with faculty. In rare instances where circumstances do not permit, an alternative method, such as Skype may be considered.

Applicants invited to the interview are not guaranteed admission. Keiser University reserves the right to determine in its sole discretion whether a candidate is suitable for admission to the Ph.D. program.

*DOCTOR OF PHILOSOPHY IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY*

*DOCTOR OF PHILOSOPHY IN PSYCHOLOGY*

Candidates for admission to the Ph.D. programs 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:**

\*Applicants to the Ph.D. in Psychology and the Ph.D. in Industrial and Organizational Psychology degree program may enter the program with a Baccalaureate degree. Baccalaureate degree applicants must hold a degree in psychology or related behavioral science from an accredited institution and a minimum undergraduate GPA of at least 3.0.

- 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 or master's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's or 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

*MASTER OF SCIENCE IN CLINICAL MENTAL HEALTH COUNSELING*

Admission to the Clinical Mental Health Counseling program is based on a review of application materials by the program faculty. Strong applicants show evidence of academic success and potential for success in graduate school (e.g., evidenced by GPA, GRE scores, and letters of recommendation), potential success in developing interpersonal relationships in the counseling context, and an openness to personal and professional development. Preference is given to individuals who possess knowledge of mental health issues and aptitude to work in counseling through coursework, research experience, and/or volunteer or professional work experiences.

**Required documents for admissions are as follows:**

- Submission of a completed Graduate School Application
- Submission of official transcripts showing successful completion of a bachelor's degree from a regionally accredited institution.
- Submission of official Graduate Record Examination (GRE) general test scores. Scores must be from within five years of application. Requirement for GRE scores may be waived for applicants with an overall undergraduate grade point average (GPA) of 3.0 or higher, or completion of a previous graduate degree from a regionally accredited institution with a grade point average (GPA) of 3.0 or higher.
- Submission of a two- to three-page Personal Goal Statement indicating the applicant's reasons for undertaking graduate study in mental health counseling, personal attributes, and future goals.
- Submission of three letters of recommendation. Letters should be from individuals who can address the applicant's academic and professional potential.
- Submission of a résumé or curriculum vitae.
- Successful background check.

Top applicants are invited to interview with the department faculty. The interview is a required part of the admissions process. Invitation to interview does not guarantee admission. Keiser University reserves the right to determine in its sole discretion whether a candidate is suitable for admission to the program.

Applicants should be aware that many agencies and credentialing bodies require a criminal background check as a prerequisite for practicum or internship placement. Having been convicted a felony, and some misdemeanors, may prevent the student from being licensed or from working or completing a practicum or internship in a school or agency.

***MASTER OF SCIENCE IN ORGANIZATIONAL PSYCHOLOGY******MASTER OF SCIENCE IN PSYCHOLOGY***

Candidates for admission to the Master of Science in Psychology and Master of Science in Organizational Psychology programs 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 from an accredited college or university
- 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 295 (or 1350 for tests taken before August 1, 2011) 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.**

#### *MASTER OF ARTS IN CRIMINAL JUSTICE*

#### *MASTER OF ARTS IN HOMELAND SECURITY*

Candidates for admission to the MACJ and MAHS programs are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in criminal justice 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 score. 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's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program 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 295 (or 1350 for tests taken before August 1, 2011) 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:**

- 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.

**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.**

## INTERNATIONAL STUDENTS

Keiser University is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants are asked to furnish proof that they can read, write and speak English fluently. The University accepts only F-1 visas based upon a student's program of study. International student applicants must meet the following requirements for admission to Keiser University:

1. Successful completion of a baccalaureate degree program that is equivalent to a baccalaureate degree in the United States. (Official records must be evaluated by an approved educational evaluator service attesting that completion is equivalent to a baccalaureate degree completed in the United States.)
2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.
3. If an applicant's primary language is not English, the applicant must present a TOEFL® score of 500 or higher on a paper-based examination, a score of 173 on a computer-based examination, an internet-based score (iBT) of 61, or an IELTS™ score of 6.0 or higher.

Applications for international students can be obtained through the Admissions Office. Applications should be submitted at least two months prior to the start of a program.

### English Proficiency Requirements

International applicants whose native language is not English are required to submit the results of a test of English proficiency to the Office of International Studies. Students who are exempt from submitting a test of English proficiency are those from Canada (excluding Quebec), Bermuda, the Bahamas, the United Kingdom, Ireland, Australia and New Zealand.

Applicants who have previously attended a high school, college or university in the United States for more than two years and have earned passing grades in English courses may be exempt from an English proficiency exam.

The following exams are accepted as proof of proficiency in English:

#### TOEFL®

Paper-based:	500 or higher
Computer-based:	173 or higher
Internet-based (iBT):	61 or higher

IELTS™	6.0 or higher
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### Conditional Admissions

Students who are academically prepared to pursue a university program but are unable to meet the minimum English proficiency requirement may apply to the intensive English language program offered by the Keiser ESOL at Keiser University's Fort Lauderdale Campus. Upon successful completion of ESOL level 4, students may enroll to a degree program and the conditional status shall be removed.

### English Proficiency Placement Examination

Upon matriculation to Keiser University, ALL new international undergraduate and graduate students, except for those who are exempted, will be tested once again for English proficiency during orientation. New international students should not assume that they are exempt from taking this English test even though they have had many years of English education in their home countries or abroad or met the above English proficiency requirements.

## **TRANSFER OF CREDIT PROCEDURES**

The Dean of the Graduate School evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

- Official transcripts must be received directly from the former institution within a student's first semester or no transfer credits are officially granted.
- Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that parallel course content and duration of Keiser University courses. Courses in a student's major must meet the same general course objectives as Keiser University courses.
- Only courses with a grade of "B" or higher are considered for transfer credit.
- Graduate students may transfer no more than six semester credit hours to the graduate program at Keiser University and must meet graduate residency requirements.

### **Transfer from International Institutions**

Upon receipt of an official transcript, transfer credits from non-U.S. colleges/universities are evaluated and granted on a course equivalency basis. The Dean must receive an evaluation of official transcripts by an approved educational evaluator service attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States. Transfer credits are granted only for courses in which a grade of "B" or higher was earned (3.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Keiser University faculty member.

### **Transfer of Credits from Keiser University**

Students who are interested in continuing their education at an institution other than Keiser University should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. Keiser University cannot assure transfer of credit.

### **Veteran Transfer of Credits**

A Veterans Administration benefit recipient has responsibility to report all previous education and training to Keiser University. The University evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

## **POLICY ON TRANSFER CREDIT FOR MILITARY TRAINING AND EDUCATION**

Keiser University provides processes to determine credit awards and learning acquired for specialized military training and occupational experience when applicable to a servicemember's degree program.

Keiser University recognizes and uses the American Council of Education (ACE) Guide for the evaluation of educational experiences in the Armed Services in determining the value of learning

acquired in military service at levels consistent with ACE Guide recommendations and/or those transcribed by the Community College of the Air Force (CCAF), when applicable to a student's program.

**Procedures:**

The transferring student must accomplish the following:

- Supply an unofficial military transcript for evaluation during the admissions process
- Order an official military transcript from their respective branch of service
- Ensure the official military transcript is provided to Keiser University by the end of the student's first semester



## Financial Services

### CONSUMER INFORMATION

The Higher Education Opportunity Act of 1965 revised 2008 (HEOA) requires 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/>

### GENERAL INFORMATION

The Financial Aid Department at Keiser University provides assistance to students who need financial aid in order to pay tuition expenses at the University. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

Keiser University believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. Keiser University examines the total cost associated with attending the University including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses and allowable travel expenses.

Keiser University uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSA instructions to complete on the web may be obtained in the Financial Services Department or going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), Keiser University code 015159.

Keiser University maintains a full-time Director of Financial Aid at each campus to meet student needs. Students are encouraged to make appointments with a Financial Aid Administrator to

ensure they obtain the funding needed for their college investment. The United States Department of Education has determined that Keiser University is an institution eligible to participate in Federal Title IV financial aid programs.

The University has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Keiser University is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and length of attendance within an academic year.

## **LOANS**

Keiser University offers a variety of low interest loans that enable students to meet their educational costs. Educational loans **MUST BE PAID BACK**. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

### **The William D. Ford Federal Direct Loan Program**

Keiser University was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program as one of its initial 104 institutions. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Keiser University processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

### **Unsubsidized Direct Loan**

Federal Direct Loan Unsubsidized Program interest rate is determined each year by the federal government. If a student qualifies, the amount of an Unsubsidized Stafford Loan is based on the cost of attendance less any other financial aid a student receives. Interest is charged throughout the life of the loan.

### **Federal Graduate/Professional PLUS Loan**

Graduate and professional degree students are eligible to apply for the Graduate/PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in the Direct Loan Program. The terms and conditions applicable to Parent PLUS Loans also apply to the Graduate/Professional PLUS loans. The requirements include a determination the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA).

### **Federal Perkins Loan**

The Federal Perkins Loan is a fixed 5% interest loan that assists needy students in paying their educational costs. Funds are limited and eligibility is based on financial need. Repayment begins nine months from a student's last date of attendance.

## **SCHOLARSHIPS**

### **Keiser University Scholarship Programs**

Keiser University offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the University. Recipients must be enrolled in a graduate degree program attending the university.

### **Private Scholarships**

Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities.



Additional information on financial aid programs offered at Keiser University is available by contacting the Financial Aid department on the campus a student plans to attend.

## STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is to provide the website information to complete the [Free Application for Federal Student Aid](#) at the time of enrollment. To be eligible to receive most need-based aid, students must meet the following requirements:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)

## FINANCIAL AID PROCEDURES

Prospective Keiser University students who seek financial assistance must complete a [Free Application for Federal Student Aid \(FAFSA\)](#). Many funds are limited and are awarded on a first come, first served basis to students who have the greatest need. Instructions are available in the Financial Aid Department on each campus as to how to enter the FAFSA on the web. Students must complete a [FAFSA](#) and an appointment must be made with a Financial Aid Administrator.

During a student's financial aid interview, An analysis will be completed which indicates the amount a family is expected to contribute to educational costs as well as the amount of financial aid a student can expect to receive. After the [Free Application for Federal Student Aid](#) is processed, the University receives an electronic [Institutional Student Information Record \(ISIR\)](#) and a student receives a [Student Aid Report \(SAR\)](#) from the U.S. Department of Education in 30 days.

If verification is required, requested documentation must be provided by the student and/or spouse. The Financial Aid Department explains the verification procedure if the situation arises.

A Financial Aid Administrator submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. Financial Aid is the liaison between the lenders/servicing agencies and a student. The Director of Financial Aid ensures that

students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork and that all documents are executed and tracked correctly.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each year.

**NOTE:** A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the University while a student is in school, the student is responsible for all tuition and fees due to the University.

## STUDENT RIGHTS

All Keiser University students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the University's accreditation or licensing.
- Information about Keiser University programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the University determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the University, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know who their academic advisor is.
- Information concerning the University's academic and administrative policies.

- Fair, equal and non-discriminatory treatment from all University personnel.
- Access to their student records.
- Freedom of academic expression.

## STUDENT RESPONSIBILITIES

- It is the responsibility of each Keiser University student to:
- Abide by the Keiser University student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about University programs prior to enrollment.
- Pay special attention to the [Free Application for Federal Student Aid](#), complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know all deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
- Notify the University of any information that has changed since their initial application for financial aid.
- Repay all student loans.
- Attend an exit interview at the University if they receive a Federal Perkins Loan, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, or Federal Direct PLUS Loan.
- Notify the University and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).
- Understand the University refund policy which is stated on the [Graduate School Application](#) and in this catalog.
- Read the contents of the [Graduate School Application for Admission](#) carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain University property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations.

## GRADUATE SATISFACTORY ACADEMIC PROGRESS

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 point average (GPA) of 3.0 after completing each semester at Keiser University.

The quantitative standard (PACE) 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 that a student successfully complete 67% of credit hours attempted after completing his/her first semester at Keiser University 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.

When determining Satisfactory Academic Progress (SAP) the Qualitative (CGPA) and the Quantitative (PACE) are determined independently of each other and a student may be placed on Academic Financial Aid Warning (AFAW) or Academic Financial Aid Probation (AFAP) for either CGPA or PACE or both at the end of the semester.

In the event a student does not achieve a 3.0 or greater GPA in any semester, or earn 67% of the cumulative credits attempted, the student will be placed on AFAW. A student on AFAW who meets the SAP requirements at the end of the semester is removed from AFAW. While on AFAW, a student not earning a 3.0 CGPA or 67% of the attempted credits by the end of the semester is dismissed from Keiser University. To avoid dismissal the student may submit a written appeal requesting to be placed on AFAP and if approved continues to be eligible for Title IV funding.

While on Academic Financial Aid Probation, a student not earning a 3.0 CGPA or better by the end of the semester or the required 67% of credits attempted will be monitored to ensure they are meeting the requirements of the approved Academic Plan. If the student is making progress as required, the student will be allowed one additional semester of aid as long as the student would be able to meet the required maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated and the student may be dismissed from Keiser University.

A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on Academic Financial Aid Probation and is not eligible for Title IV funds until the student has achieved a 3.0 CGPA or the required 67% PACE at the end of the returning semester.

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

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 and earned 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 calculation.

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 CGPA 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 on Academic Financial Aid Probation 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.

Academic/Financial Aid Probation Appeal

When a student fails to make Satisfactory Academic Progress after one semester on Academic Financial Aid Warning, the student may appeal to be placed on Academic Financial Aid Probation.

The appeal must be a signed written appeal based on an injury, sudden illness, death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student’s situation that will allow him/her to make satisfactory progress in the next semester.

If the appeal is approved based on the fact that the student should be able to make satisfactory progress in the next semester, the student will be placed on Academic Financial Aid Probation and receive a written response with the required actions needed to be completed by the student during that semester. The student will continue eligibility for Title IV funding for that semester.

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 Dean of the Graduate School. 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 3.0 CGPA.

**Tuition, Fees, and Other Costs**

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

**Initial Fees**

Application Fee (one-time charge)	\$ 55.00
Registration Fee (one-time charge)	\$ 145.00
MS-Physician Assistant -Post Acceptance Fee (non-refundable-toward first semester)	\$1,000.0

(This advance payment will be deducted from the tuition payment due on registration day, but is not refundable in the event of a withdrawal. It is payable within two weeks of an applicant’s acceptance.

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

Master of Science – Occupational Therapy, Physician Assistant

	**Full-Time Status	\$11,496.00
Master Degree Program	**Full-Time Status	\$10,452.00
Graduate Level Certificate Program		
Master of Accountancy		
Master of Business Administration		
Master of Arts		
Master of Science		
Education Specialist Degree	**Full-Time Status	\$11,168.00
Doctor of Business Administration		
Doctor of Health Science		
Doctor of Philosophy		
Doctoral Program – Dissertation (up to completion of first 12 credit hours)		\$5,584.00
Doctoral Program – Dissertation (beyond 12 credit hours)		\$2,792.00

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** \$ 600.00

**Other Fees**

PANCE (Physician Assistant Certification Exam)	\$ 450.00
Doctoral Residency 1 On campus training*	\$1,200.00
Doctoral Residency 2 On campus training*	\$ 600.00
Withdrawal Fee	\$ 100.00
Re-entry Fee	\$ 150.00
Transcript Fee	\$ 5.00

- Degree programs with majors which require a student kit will be assessed a fee accordingly.
- Degree program with majors which require background checks, certification exams, finger printing will be assessed fees accordingly.
- Textbook prices are available on the student portal by course.
- Students taking online courses who have the textbooks shipped will have shipping charges assessed to them.
- Late Fee for students who have cash payments is \$10.00 per month for each month past due.

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

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

**Effective: 8/31/2015**

Tuition and fees are due the first day of the billing semester, unless other arrangements have been made.

Any fees incurred by the school from any bank or credit card company, due to any chargebacks, non-sufficient fund fees, or any other fee incurred in pursuit of payment are subject to a \$25 fee per transaction. This fee will be charged to the student's ledger card.

A \$25 fee will be charged to the student's ledger card for a stipend check to be sent within the United States via overnight mail.

### **Uniforms, Tests, Supplies, and Special Fees**

Students in allied health programs are required to wear medical scrubs to class each day. These medical uniforms are available through the Campus Bookstore.

Special courses, workshops and seminars may be held throughout the year for various interest groups, including business and industry. The fee for this type of course is published as far in advance as practical and is non-refundable.

### **University Interruption**

In the event the operation of the University is suspended at any time due to any "Act of God", strike, riot, disruption, or any other reason beyond the control of the University, there will be no refund of tuition, fees, charges, or any other payment made to the University.

### **Student Withdrawals**

It is the responsibility of all students, upon withdrawal from Keiser University, to return library books and pay all fines, fees and monies that are owed to the University.

## **CANCELLATION AND REFUND POLICY**

### **Tuition and Fee Disclosure**

Tuition is computed on the assumption that a student remains throughout the academic year. Since a place in class has been reserved for each student, tuition is refunded in accordance with the University refund policy. A student withdrawing from the University must comply with proper clearance procedures as outlined in the catalog. Reductions in indebtedness are made solely at the discretion of the University for withdrawals necessitated by conditions beyond a student's control such as an emergency acceptable to the University. Refunds or reductions in indebtedness are processed after all required approvals are documented on a withdrawal form. Students are obligated for all charges (tuition/fees/books/supplies) for the semester they are currently attending plus any prior account balance. A semester consists of sixteen (16) weeks of instruction. A \$100 administrative fee is charged when a student withdraws prior to the end of a semester. A student who has withdrawn and wishes to re-enter is charged a \$150 reentry fee.

### **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. (\*6 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
- 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.

### **CANCELLATION/WITHDRAWAL CALCULATION**

Cancellation at any time from the date of a student's registration to the day before the first scheduled day of a semester – 100% refund of tuition and education fees. (The University retains the \$50 application fee and \$5 transcript fee.)

- Withdrawal at any time during the first week of the semester – 90% refund of tuition only.
- Withdrawal at any time during the second week of the semester – 85% refund of tuition only.
- Withdrawal at any time during the third week of the semester – 80% refund of tuition only.
- Withdrawal at any time during the fourth week of the semester – no refund.

Any funds paid for supplies, books or equipment which can be and are returned to the University, are refunded to a student who withdraws prior to the start of a semester, providing the student returns said items that can be resold. The University reserves the right to determine if above-mentioned items are returnable. All registration fees are refunded if a student is not accepted into his/her particular program. Students must notify the University in writing of cancellation. All monies paid by an applicant are refunded if cancellation occurs within three business days after signing the University's Graduate School Application and making an initial payment. If cancellation occurs after three business days from the signing of the University's Graduate School Application, all application and registration fees in excess of \$100 are refunded to the student.



Refunds are made within thirty days from the date of determination of a student's withdrawal. All balances owed the University due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation are billed to the student. No official academic transcript and diploma is issued to any student who owes a balance to the University at the time of the request. Upon payment of an outstanding debt, a transcript and diploma may be issued.

**The following section applies only to applicants/students in graduate programs at the Keiser University Residential Campus:**

**2015-2016 Residential Campus Tuition and Fees**

**Initial Fees**

Application Fee (one-time charge)			\$50.00
Orientation Fee (one-time charge)			\$100.00
Master Degree Programs (MBA)	FALL SEMESTER	WINTER SEMESTER	ACADEMIC
Graduate Level Certificate	8/31/15 -- 12/20/15	1/11/16 -- 5/8/16	YEAR
Tuition 12 credits	\$13,000.00	\$13,000.00	\$26,000.00
Student Fee	\$600.00	\$600.00	\$1,200.00
Technology Fee	\$185.00	\$185.00	\$370.00
Estimate Books	\$622.00	\$622.00	\$1,244.00
Total without Housing	\$14,407.00	\$14,407.00	\$28,814.00

Education Fee excludes health insurance premium; all students must either demonstrate coverage by a qualified US health insurance plan or pay the premium and receive coverage from a policy provided by the University.

Room	\$2,750.00	\$2,750.00	\$5,500.00
Board	\$2,430.00	\$2,430.00	\$4,860.00
Sales Tax 6%	\$145.80	\$145.80	\$291.60
Total Including Housing	\$19,732.80	\$19,732.80	\$39,465.60

**Tuition Charge per Semester for Life Experience Credit**

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

**Other Fees**

Car Permit (annually)	\$50.00	Re-entry fee	\$150.00
Car Permit additional or replacement	\$15.00	Return Check Fee	\$35.00
Graduation Fee	\$80.00	Student ID replacement	\$25.00
Health Insurance Fee academic year	\$1,149.00	Test out per credit hour	\$75.00
Health Insurance Fee Spring Only	\$672.00	Transcript Fee	\$5.00
Late Payment Fee	\$200.00	Withdrawal Fee	\$100.00
Library Late Fee	\$10.00	Residency	\$1,200.00

**This is not an all-inclusive listing of all the different fees which may be charged.**



## Student Services

### ORIENTATION

The orientation program, held prior to the first day of each term, is designed to facilitate the students' transition to the University and to help familiarize new students with the organization and operation of the University. During orientation, students review the mission, traditions, rules, and regulations of the University. Additionally, study techniques, academic standards, and counseling resources are discussed. All new and transfer students are encouraged to attend orientation.

### CAREER SERVICES

Through the Department of Student Services, students are able to participate in student activities, organizations, honor societies, leadership programs, as well as career development resources. Through Keiser University's academic departments, students learn the requisite skills for their career, and through Student Services they are instructed on such career preparatory activities as resume development, mock interviewing, career fairs, and professional networking. An online career center is available 24 hours a day. Job search stations with current job openings and career development resources are also provided. Resources are readily available to students, and lifetime job placement assistance is accessible to all graduates through the Department of Student Services.

It is the policy of Keiser University's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Keiser University's Web-based career center at [www.collegecentral.com/keiser](http://www.collegecentral.com/keiser) and successful completion of the University's Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current resumé and to maintain satisfactory attendance. Additionally, all students must complete an exit interview before their graduation date. Although career services assistance is provided, Keiser University cannot promise or guarantee employment.

Keiser University fully complies with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive Title IV funding. Therefore, graduates requesting career services assistance must provide signed authorization allowing the Department of Student Services to send resumes to potential employers as part of a graduate's job search program.

### **Part-Time Employment**

The University maintains a placement listing service to assist current full-time students in finding part-time employment. Each campus has a bulletin board, job book, or online career center database of part-time jobs that provides information on employment opportunities. International students must have proper documentation to seek employment in the United States. Although Keiser University provides employment assistance for part-time work, it cannot promise or guarantee employment.

### **Full-Time Employment**

The Department of Student Services offers assistance to all Keiser University graduates preparing to enter the job market. Student Services provides information on local, in-state, and out-of-state companies, resume writing, interviewing techniques, career research, job opportunities. The Department also provides businesses with, applicant screening as well as referrals for local businesses and industries. Career Development resources are updated regularly. Placement services are provided on an equal opportunity-equal access basis.

Career and leadership development seminars are offered on an on-going basis. Topics such as effective resumé writing and how to prepare for an interview assist students in conducting a professional job search. Workshops including time management, financial success strategies, professionalism, and study skills, prepare students to succeed in college and in life.

The Student Services Departments creates many opportunities for students to interact with employers. Career fairs and on-campus recruiter visits provide access and networking opportunities with potential employers. Employer visits in the classroom provide students with opportunities to hear first-hand what it takes to succeed in a chosen field of study. By providing these services, the University prepares a work force that is not only knowledgeable in its field, but also prepared to meet the needs of a demanding job market.

## **STUDENT ORGANIZATIONS**

### **Alpha Phi Sigma Criminal Justice Honor Society (APS)**

Alpha Phi Sigma (APS) recognizes the academic achievements of students working to achieve a graduate degree in Criminal Justice. Prospective candidates must have completed one-third of their credit hours required for graduation in the Master of Arts Program, including the completion of four criminal justice courses at the Master's level. Students must also have a minimum cumulative 3.4 GPA at the Master's level.

Joining APS helps solidify a student's place in the field of criminal justice. The honor society has been in existence since 1942 and is recognized by the Association of College Honor Societies, The American Correctional Association, The American Society of Criminology, and the Academy of Criminal Justice Sciences. The United States Government also recognizes membership in APS as a requirement for entrance at the GS-7 level in the Federal Service. If you are interested in becoming a member of the Alpha Phi Sigma Kappa Delta Epsilon chapter, please contact the Department of Student Services.

### **Keiser University Physician Assistant Student Association (KUPASA)**

Keiser University Physician Assistant Student Association's purpose is to serve as the official organization for the students of Keiser University Physician Assistant Program; to promote academic achievement and clinical excellence; and to promote the physician assistant as a member of the health care delivery team. It provides PA students with a chance to interact with other students who have the same interests. These interactions serve many purposes, such as

helping to meet other students in a social atmosphere; working to educate others about the PA profession; improving the community with projects the association implements; and enhancing one's own leadership skills. To become a member of KUPASA, you must be enrolled in the Master of Science in Physician Assistant degree program and contact the Faculty Liaison of the organization.

### **Sigma Beta Delta International Honor Society (SBD)**

Sigma Beta Delta (SBD) recognizes scholarship achievements of students working toward a graduate degree. The purpose of this society is to encourage and recognize scholastic accomplishment for students of business management and administration, and to promote personal and professional improvement toward a life notable for honorable service to humankind. It is organized exclusively for charitable and educational purposes. The membership of the society is composed of persons of high scholarship and good moral character. A student interested in becoming a member of the Sigma Beta Delta International Honor Society, should contact the Faculty Advisor of Sigma Beta Delta at their local campus or see their Department of Student Services.

### **Student Veterans of America (SVA)**

Student Veterans of America (SVA) is a coalition of student veterans organizations on college campuses across the United States; Keiser University has several chapters throughout the state of Florida. SVA Chapters coordinate a wide range of campus activities. These activities include, but are not limited to:

- Informal social meetings that serve as peer support groups
- Benefits seminars and counseling in conjunction with other organizations
- Publication of newsletters and brochures
- Local service projects and volunteer work
- Pre-professional networking

These local peer support groups are an important part of ensuring that every veteran is ultimately successful in higher education. If you are a Veteran interested in joining or starting a SVA Chapter at your campus location, please contact Student Services for more information.

### **ALUMNI ASSOCIATION**

The Alumni Association promotes Keiser University by serving as ambassadors through involvement and volunteerism; by fostering love, respect and pride in the University; and by supporting, communicating, and furthering its mission and vision.

The Department of Student Services maintains a list of alumni. Its affiliated Eagles Clubs are involved in the planning of events on a campus-by-campus basis. Keiser University believes that the return of alumni for special events encourages a cohesive student/alumni body and promotes community involvement. Alumni Relations maintains an online website and the alumni Online Magazine at <http://alumni.keiseruniversity.edu>

Keiser University Alumni are automatically enrolled as members in the prestigious Keiser University Alumni Association which affords those individuals certain membership benefits and member discounts which include a 10% discount on logo wear and memorabilia at the campus bookstores. The discount program was launched in August 2013 and the discount is honored when requested by a verified alumni member.\* Once an alumni member identifies themselves by presenting their KU Alumni Association Membership Card, this action will prompt the bookstore personnel to apply the discount at the time of the transaction.

\* The discount is not granted for historical purchases in a retroactive fashion.

## COUNSELING

Counseling is available to all students for career and academic reasons. Counseling is sincere, friendly and always confidential. The University maintains contacts with various community organizations and agencies to help meet students' personal needs. Please contact the Director of Student Services for additional information. Reverend Dr. Louise Morley, Keiser University's Ombudsman, can be reached toll free at 1-866-549-9550.

## HOUSING

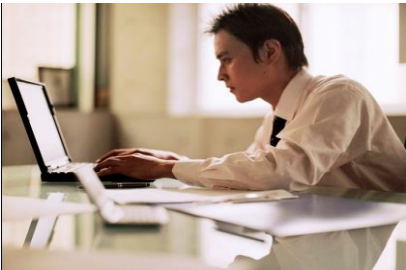
The University provides information about local apartments and rental opportunities for students interested in living near campus. Students should first contact their campus Admissions Department. All University campuses are located along major traffic arteries to allow easy commuting for students.

## HEALTH INSURANCE

Student health insurance is available through independent providers. Students in allied health fields who are required to complete clinical rotations for academic coursework need health insurance coverage prior to participating in this part of the curriculum.

## GRADUATION

Keiser University commencement ceremonies are held annually. Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled at least one term prior to the commencement ceremony. In order to graduate from Keiser University and participate in commencement exercises, students are required to meet with the Department of Student Services to complete a graduation application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.



## Distance Learning

### OBJECTIVES

Keiser University understands and supports the educational needs of adult learners. Toward that end, many Keiser University programs are offered online.

It is important to understand what online classes are and what they are not. On-line classes are not easy substitutes for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required.

An online student is expected to be computer literate and familiar with the Internet. An orientation course is available to help students improve these skills.

An online class is convenient and flexible. It allows students to work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty), and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, research, scholarly writing, subjective and objective tests, group and individual projects and case studies.

#### ADMISSIONS REQUIREMENTS FOR ENROLLMENT IN ONLINE LEARNING

Admissions requirements for distance learning programs are the same as admissions requirements for on-campus programs.

#### FACULTY/STUDENT INTERACTION

Given the unique nature of online learning, faculty/student interaction is critical for success. Online classes offer several opportunities for interaction, both faculty/student and student/student interaction. Some methods of interaction include online lectures, e-mail, document sharing, threaded discussions and interactive synchronized (audio/visual) chat discussion areas. Students are required to log in and participate in an online class a specified number of times per week. Faculty members review, respond and reply to students within a 24-hour time period. More traditional methods of contact are also available, including phone (toll free for those out of area), fax and office visits when feasible.

#### FACILITIES AND EQUIPMENT

Keiser University has computers available with Internet access for student use at campuses throughout Florida. The University provides technical services and training through its online platform. Personal desk top or lap top computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

#### STUDENT SERVICES

Student services are provided three ways: electronically, telephonically or in person. Adequate personnel are provided by the University to meet student service needs. Distance education students receive the same services as on-campus students. (See the [Student Services](#) section elsewhere in this catalog for services provided.)

#### ACADEMIC ADVISING

Students are assigned a faculty member to provide academic advising. To encourage successful completion of a program, staff members' e-mail addresses are available to assist with academic concerns.

Keiser University's distance learning activities are a one-on-one activity. Faculty members provide appropriate tutoring based on individual needs. Each faculty member can be contacted 24 hours per day, 7 days per week via his or her e-mail account. Response time per student request is within twenty-four (24) hours. If a student needs help in understanding electronic platforms or utilization of the University's website, 24 hours per day, 7 days per week service is provided by the Help Desk, which is available by telephone (toll free or via e-mail).

#### TESTING

Keiser University's technical and academic programs provide for a variety of testing services. Tests are provided online through the University's distance learning platform. A variety of tests can be administered electronically, telephonically or in person if practical. In certain cases,

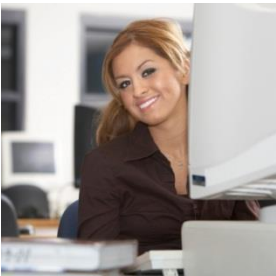
students may be assigned to local test centers where local proctors or professional test sites have been secured.

### **DELIVERY OF BOOKS**

The University's Bookstore is online for professional use. Books can be ordered via bookstore website or in person at the online bookstore in Ft. Lauderdale. If a student plans to visit a campus to obtain his/her textbooks, he/she should call prior to a visit to confirm that online classroom books are available. Once ordered, books are delivered via UPS in five to seven business days. Online orders should be placed no more than three weeks prior to class start to ensure proper materials for online classroom activities and correct book editions are purchased.

### **LEARNING RESOURCES**

Keiser University's Library is a university wide "system library" with a branch located at each brick and mortar campus as well as an electronic collection of resources; all of which serve both online and on campus students and faculty. The library holds membership in a plethora of specialized state and private library consortia, and is a participant in the online Ask-A-Librarian program. The library's collections are curated and managed by a team of more than 25 professional librarians each of whom holds a master of library science degree from an American Library Association Accredited institution. The library's combined collections currently total well over 120,000 titles and continue to expand. In addition the library provides access to over 80 electronic database resources, e-books and dozens of specialized subject related links. The main library is open more than 75 hours per week. Training in the utilization of the library's general and specialized resources is provided through online videos, and presentations that are located on the library's website as well as by telephone, e-mail, and in person. The library publishes tip sheets and subject pathfinders and makes them freely available for each of the various programs of study offered at the university. Training sessions are provided to students early in their programs of study and the library prides itself on making such training available upon demand in a variety of different formats.



## **Administrative Policies and Procedures**

## GENERAL INFORMATION

Keiser University policies have been formulated in the best interests of students and the University. The provisions of this catalog should not be considered an irrevocable contract between a student and the University.

Changes in University policy are rarely made during a school year since plans for each session are made well in advance. However, Keiser University reserves the right to change provisions or requirements, including fees, contained in its catalog at any time and without notice. The University further reserves the right to require a student to withdraw at any time under appropriate procedures. Keiser University reserves the right to impose probation on any student whose conduct, attendance or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to credit for work which he/she may have completed at the University.

Admission of a student to Keiser University for an academic term does not imply or otherwise guarantee that the student will be re-enrolled for any succeeding academic period. The University also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

Keiser University's primary objective is to help its students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors, the Student Services Department or any staff member. Additionally, the Campus President and Dean of the Graduate School maintain an open-door policy regarding any student concern or problem.

## EFFECTIVE CATALOG DATE

Students enrolled in a program which has been modified effective with the publication of this catalog or any addenda thereto may continue under the previously published catalog if appropriate courses are still available. Any student who has been out more than one semester must re-enroll under the most recent catalog/addendum. Keiser University reserves the right to make appropriate changes to curriculum, program and graduation requirements.

## BURSAR'S OFFICE

Keiser University provides a Bursar's Office to accept student payments of tuition and fees as well as to answer basic questions about payments, fees and student accounts. The Bursar's office hours are posted outside the office.

## UNIVERSITY BOOKSTORE

Keiser University maintains a bookstore on each campus. Typically, the bookstore exists to furnish students with necessary books, supplies and equipment. Bookstore hours are posted at each campus.

## FIRE PRECAUTIONS

Students should take particular note of exit signs in each building. They should also familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

1. Leave the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (where relevant). Do not use elevators.



2. Stand at a safe distance from the building.
3. Do not re-enter the building until directed to do so by University administration.

## CAMPUS SAFETY

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."

### Annual Security Report

In compliance with the 34 CFR 668.41 and 34 CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Keiser University's Annual Security Report is posted:

<http://www.keiseruniversity.edu/safetyandsecurity/annual-security-report.php>

The Annual Security Report contains crime statistics and describes institutional security policies. Upon request the institution will provide a hard copy of the report.

## PARKING

Since Keiser University is primarily a commuter's university, parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks or in "no parking" areas. Violators are subject to having their vehicle towed without prior warning or formal notification. Students must obtain and affix a valid parking permit decal to all cars parked at Keiser University. Additional permit decals may be obtained from the Student Services Department.

## STUDENT CODE OF CONDUCT

### ACADEMIC HONESTY AND PROFESSIONAL BEHAVIOR

#### 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**

Plagiarism is 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. Keiser University understands that in some cases students commit acts of plagiarism due to carelessness, ignorance, inexperience and unfamiliarity with academic environment and APA standards, or a general lack of understanding or knowledge of the concepts of academic integrity; offenses of this type are characterized as level one. Offenses characterized by being more serious in nature and affecting a larger portion of the work submitted are considered level two offenses. Level one and level two plagiarism offenses carry penalties appropriate to the level of offense.

### **Conspiracy**

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

### **Fraudulent Behavior**

Fraudulent behavior includes sharing one's confidential login information with another person, which can also be an instance of misrepresenting oneself. In addition, allowing another student to participate in class assignments under your name and submitting work under another student's name constitute violations of academic integrity.

### **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).

The penalties are as follows:

#### **Level One Academic Integrity Violation:**

- The student must revise and resubmit the assignment for a lower grade.
- The student is given an additional assignment (i.e., an essay on academic integrity).
- The student is required to take part in an ethics/academic integrity workshop.

#### **Level Two Academic Integrity Violation:**

- The first occurrence results in an automatic "F" for that assignment.
- The second occurrence results in an automatic "F" for the course.
- The third occurrence 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.

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 Graduate School Ethics Committee and 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.

## **Anti-Hazing Policy**

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the University.

## **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:

- Students have issues with their instructor regarding the grading of an assignment; or
- 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 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.

### **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.

#### STANDARDS OF APPEARANCE

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate and, therefore, professional dress and appearance are expected at the University. Each student must maintain proper personal appearance and wear approved dress.

#### GRIEVANCE PROCEDURES

If Keiser University is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a 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 a student, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Student Services. The grievance is then scheduled to be heard before the Committee. The Grievance Committee panel is a standing committee that meets at 1:00 p.m. each Tuesday if a grievance is to be heard.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance.

#### DRUG POLICY

Keiser University is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or

distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance.

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.

#### **FIREARMS POLICY**

Certified Florida law enforcement officers and assigned licensed and uniformed security officers are the only people permitted to possess a gun or weapon of any kind on any Keiser University campus. Any other possession of a weapon of any kind for any reason by anyone on a Keiser University campus is strictly prohibited. The above stated policy provides an exception only in the case of Keiser University students who are certified Florida law enforcement officers currently employed by a recognized Florida law enforcement agency. There are no other exceptions to this policy.

#### **ARBITRATION CLAUSE FOR KEISER UNIVERSITY**

As stated on the Keiser University [Graduate School Application](#), it is agreed that, in the event the parties to the enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to the agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint one or more arbitrators or an umpire pursuant to section 682.04, F.S. Each party shall have the right to be represented by an attorney at any arbitration proceeding. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration. However, if Keiser University prevails in the arbitration proceeding, Keiser University will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. The venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified, except in writing by the parties.

#### **INTELLECTUAL PROPERTY POLICY**

Keiser University defines intellectual property as a product of the intellect that has commercial value, including copyrighted property such as literary or artistic works, and ideational property, such as patents, software, appellations of origin, business methods and industrial processes.

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of research done in connection with regular duties or assignments, is the exclusive property of the University. Such property is the exclusive property of an employee if no University funds, space, facilities or time of faculty members, staff members or students were involved in the development.

Software development by faculty members, staff members or students as part of normal duties or assignments is considered "work-for-hire" and is property of the University. Courseware (syllabi,



lecture notes, class handouts and other such materials) whether in paper or web formats are property of the University.

All work completed or submitted toward fulfillment of course requirements by students is the property of Keiser University. Keiser University reserves the right to utilize any work so submitted in any way it believes appropriate.

### PRIVACY OF STUDENT RECORDS

Policies and procedures concerning the privacy of student records maintained by Keiser University and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Bursar's Office (accounts receivable records).

Student records are maintained by the University in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the University. The Registrar maintains a log with dates the records were checked out and used by other departments.

All authorized University personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services or Bursar). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of student rights or otherwise inappropriate, it may be challenged and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge.

Student information is released to persons, agencies or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name (s) of persons to whom the information is to be released.

The Family Educational Rights and Privacy Act (FERPA), requires that the University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student name, major field of study, student participation in officially recognized activities, dates of attendance, enrollment status (full-, half-, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended. Students wishing to opt out must provide a formal written request to the registrar at their campus

### KEISER UNIVERSITY TRANSCRIPTS

A request for a Keiser University transcript must be in writing, signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the University seal will be forwarded directly to other colleges, to prospective employers, or to other agencies at the request of a student. Typically, colleges only consider a transcript "official" if forwarded directly from the sending institution. Students may also obtain unofficial copies of

their transcripts at the Campus Records office. There is no charge for the student's first transcript request. All other transcripts will require a fee of \$5.00 to be paid with an application. (NOTE: All financial obligations to the University must be paid before transcripts and diplomas are released).

## SEXUAL HARASSMENT

Keiser University actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

## TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Keiser University not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The University is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

All University students are responsible to make certain that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Keiser University forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law. Additional details on this policy can be found at the following link <http://www.keiseruniversity.edu/safety-and-security/> under the heading "Title IX Resources". A copy of the primary prevention and awareness program is also available at the above link under the heading "Primary Prevention & Awareness Program".

### Title IX Coordinators:

Brandon Biederman, Associate Vice Chancellor of Compliance  
Dr. Michelle Morgan, Associate Vice Chancellor of Regional Operations  
1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309, 954-776-4476

### Title IX Responsible Employees:

Campus Response Team (CRT) members are Title IX responsible employees. CRT members are identified by their CRT lanyard, and the hand-held radio that they carry.

## Academic Policies

### CREDIT HOURS

Credit for Keiser University courses is calculated on a semester credit hour basis.

15 lecture clock hours	= 1 semester credit hour
30 laboratory clock hours	= 1 semester credit hour
45 externship clock hours	= 1 semester credit hour

## MILITARY/VETERANS ADMINISTRATION COURSE CERTIFICATION

### GUIDELINES FOR GRADUATE STUDY

Hybrid courses combine online and on ground classes, meeting a minimum of four times for 16 hours of face to face contact. Hybrid courses are considered in resident.

### UNIVERSITY HOURS

The University is in session throughout the year, with the exception of holidays and vacations listed in the [Academic Calendar](#). Please check with the Dean of the Graduate School for other schedules that may be specific to a Keiser University campus.

### SPECIAL TUTORING

Keiser University instructors are available for special tutoring and make-up work outside normal class hours. Instructors are also available by appointment to provide demonstrations, answer questions and conduct reviews. Computers and other equipment are available for students to use outside class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

### ACADEMIC ADVISEMENT

All students are assigned an academic advisor. Keiser University's faculty and administration are dedicated to meeting student needs and attend to each student's academic needs in a professional and caring manner.

### LIBRARY SYSTEM

Keiser University's Library provides a combined collection of well over 118,000 volumes. Each of the library's 15 campus facilities provides a pleasant, well-appointed learning environment including physical collections of materials, study space, relaxation space and computers to access all information available through the library's database resources.

The Library belongs to several state-supported multi-type library consortia as well as LIRN (The Library Information Resource Network) which is a consortium of private institutional libraries with the purpose of providing quality affordable database information resources. Together, these consortia memberships are a major advantage to all Keiser University students because they increase the number and types of educational resources that can be accessed and they reduce the cost of providing such resources.

The Main Library is open 75 hours per week, from 7:30 a.m. to 9:30 p.m. Monday through Thursday Fridays 7:30am to 6:00pm, and Saturday 8:00am to 5:00pm. All Keiser University Libraries are staffed by a professional librarian holding an American Library Association Accredited Master of Library Science degree (ALA/MLS) with several campus libraries having more than one library staff member with the ALA/MLS degree. In order to guarantee that, beyond the physical Library hours, all patrons can access library resources and the service of a professional librarian the library participates in and provides an online link to the web-based "Ask A Librarian" service that is available 24 hours a day from its webpage where students may access the Library's collections, reading lists, or inter-library loan service as well as the 80+ different web-based research databases to which the library subscribes.

The library also provides a variety of library training opportunities to assist students in the utilization of the library resources. Library training in one form or another is available at any time. Self-paced, web-based training video and PowerPoint tutorials are embedded directly into the

Library's web-based catalog which may be accessed from any Internet connection. Subject-specific classroom presentations conducted by a professional librarian are available at the request of instructors, and individual instruction by a professional librarian either in person or by telephone is available to anyone upon request during regular Library hours.

All of the library's collections are professionally managed by a team of American Library Association-accredited librarians with Master of Library Science degrees working individually and in concert to provide the highest possible level of library service. The Library aims to tailor library resources and services to specific educational, research and public service needs; and to offer these resources and services through a variety of delivery methods to meet the needs of campus-based as well as web-based and distance learners.

### THE WRITING STUDIO

The mission of the Graduate Online Graduate Online Writing Studio(GROWS) at Keiser University is to enhance student learning by providing an instructional resource to students, faculty, and staff for developing academic and professional communication skills. This student-friendly, hands-on atmosphere provides Keiser University community members the opportunity to discuss individual writing concerns with trained writing consultants.

The Graduate Online Writing Studio is dedicated to assisting writers at every stage of the writing process. By engaging writers in discussions about their works-in-progress, the Graduate Online Writing Studio helps develop better writers, who, in turn, create better writings.

The Graduate Online Writing Studio provides students with value-added learning experiences that increase their chances for success as competent writers in their chosen professions. To accomplish this, writing consultants offer face-to-face and online writing consultations, group workshops and classroom presentations, online and hard copy resources and campus outreach programs.

### AVERAGE CLASS SIZE

Keiser University is proud of its small classes and individualized attention. Although class size will obviously vary, Keiser University monitors class size to ensure that program objectives are met.

### FIELD TRIPS

Instructors may take students on field trips at appropriate times during a course. Field trips are designed to supplement curriculum and to introduce students to situations that cannot be reproduced in a classroom. Students are notified in advance of any field trips.

### GUEST LECTURERS

Keiser University feels that students' education is enhanced by speakers from the business and professional world that graduates will enter. Guest lecturers are invited to speak to students on a variety of related subjects.

### SCHEDULE CHANGES

Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the Advisor, Department Chair or the Dean of the Graduate School. Dates and times for schedule changes are posted as far in advance as possible.

### HONOR CODE

Enrollment in Keiser University and the completion of the enrollment agreement represents a student's pledge to respect the rights and property of the University and fellow students and to adhere to general principles of academic honesty.

## LEAVE OF ABSENCE POLICY

To be eligible to apply for a leave of absence, a student must have completed one full semester at Keiser University. The student must submit a written request for the leave (with required documentation) to the Dean of the Graduate School. Students must have approval from the Dean of the Graduate School prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident) or military duty. This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness or a serious health condition of the student.

A leave of absence is granted only when there is a reasonable expectation a student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Keiser University and will be charged a re-entry fee when he/she re-enrolls.

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's last day of attendance. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

## 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.

Students have 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.

## MILITARY DEPLOYMENT POLICY

Military students must provide a copy of orders to request a withdrawal from the institution for Military Duty. No academic penalty will be given for deployment. If the student is currently attending a class, the student has the option to complete the course with the approval of their faculty member and Dean. The student can request an "Incomplete" grade and will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis.

If the student decides to withdraw from the class, a grade of "WM" will be earned and the class will be retaken upon return to the University. The "WM" grade will not affect the student's satisfactory academic progress (SAP) due to Military Deployment.

If the withdrawal is during the semester, no withdrawal fee will be charged. If the student was activated during a term, that term, and the remaining semester, will not incur any charges. Upon re-entry, admissions fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable. Service members, Reservists, and Guard members will be readmitted to their program of study provided that SAP was being made prior to suspending their studies due to service obligations.

## POLICY ON CLASS ABSENCES DUE TO MILITARY SERVICE

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the Dean. Absence due to short-term military duty in the National Guard or Active Reserve is recognized as an excused absence. To validate such an absence, the student must present evidence to the Dean's office. The Dean will then provide a letter of verification to the student's faculty for the term.

Students are not to be penalized if absent from an examination, lecture, laboratory, clinicals, or other class activity because of an excused military absence. However, students are fully responsible for all material presented during their absence, and faculty are required to provide opportunities for students to make up examinations and other work missed because of an excused absence. The faculty member is responsible to provide reasonable alternate assignment(s), as applicable, and/or opportunities to make up exams, clinicals, or other course assignments that have an impact on the course grade. Faculty may require appropriate substitute assignments.

## POLICY ON MILITARY STIPENDS

In an effort to assist the student, the institution will release a credit balance only when charges are posted and the credit is showing.

### Chapter 33 Example:

1. Student is certified in VA Once for semester 13WB
2. Student is charged – Tuition, Education Fee, book
3. These charges create a debit balance on the ledger card
4. Student receives: Pell Grant, Direct Loans and Military Scholarship
5. Student still has a debit balance
6. No funds will be released under policy.

If a Military student is requesting a fund release when a debit balance exists, the following process must be followed:

- Military student submits request in writing

- Bursar emails request to Military Affairs team for review
- Military Affairs team reviews file, determines if funding is forthcoming
- Military Affairs team submits request to Associate Vice Chancellor of Student Financial Services (AVCSFS ) for review and determination of either full release or partial release
- AVCSFS makes determination and will either approve a release or speak with student and explain why it is not possible.
- If release is determined, AVCSFS will place in activity the approval amount and schedule stipend to be issued during the next scheduled check run. There should be no special checks cut off cycle.

### Chapter 31 Vocational Rehabilitation Exemption

Veterans who are being funded by the Chapter 31 Vocational Rehabilitation benefits will be given the following options for any Title IV funds being used for living expenses:

1. Once a credit is created on the account, all credits will be released to the student.
2. The student can opt to have ¼ of all Title IV funds being used for living expenses processed at the beginning of each term within the semester, once the student has posted attendance and the Title IV funds are processed and posted to the account.\*
3. The student can receive all Title IV funds once the student has posted attendance and at the beginning of the semester, once the Title IV funds are processed and posted to the account.\*

\*Title IV funds are not automatically eligible funds and the student is required to sit for at least 60% of the semester for the Title IV loans to be eligible for retention. If the student fails to sit for all terms within the semester, an R2T4 calculation must be performed and any balance created by the student becoming ineligible for Title IV funds will be the responsibility of the STUDENT.

Funds will only be authorized for release once Title IV funds are processed and posted to the Veteran's account and after verification of an approved VA Form 28-1905. Failure to provide approved VA documentation or posted Title IV funds will result in stipend requests being denied.

### ACADEMIC RE-ADMITTANCE POLICY

A student must apply for re-admittance to the University after voluntary or involuntary withdrawal. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

Students must obtain permission from the Dean of the Graduate School to re-enroll.

Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the University have been met. If a student has been out of school for more than one (1) semester, a re-entry fee of \$150 must be paid.

Students must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.

If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director/Coordinator. The Dean of Academic Affairs may grant approval for re-admittance if a student has been out of school for more than one (1) semester.

Students are re-enrolled under current tuition charges.

If students are re-admitted under academic financial aid warning, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.

After obtaining required signatures on a re-entry form, a reentering student must return the form to the Admissions Department to be scheduled for classes.

#### DISCIPLINARY RE-ADMITTANCE POLICY

A student must apply for re-admittance to the University after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students re-entering are placed on one semester of disciplinary probation.  
If there are no violations of student rules and regulations during this period, at the conclusion of the probationary semester, students are removed from the probation.

#### ADD-DROP PERIOD

Keiser University maintains an add/drop period during which students may change courses without academic penalty. Add/drops may occur only during the first three class days of a course. Students withdrawing from a course, but not replacing it with another, must be aware of how this affects full-time status, tuition charges and satisfactory academic progress.

#### ACADEMIC LOAD

To be considered full-time, graduate students must carry a minimum load of six (6) credit hours per semester which is a normal academic load. Full-time doctoral candidate students must carry a minimum load of three (3) credit hours per semester while in dissertation courses.

#### TESTING

A certain amount of classroom testing is necessary for each course. It is a Keiser University policy that each student completes the required evaluations according to the schedule required by the instructor in order to receive a passing grade. All examinations are announced in advance so students can prepare. Any examination not completed by the deadline set by an instructor may result in an automatic failure for that particular examination, unless specific arrangements are made with the instructor. Students who are given the opportunity by an instructor to make up an examination may only be able to receive a pass or fail grade for that examination. Final examinations are normally scheduled during regular class hours on the day of the last class meeting for the course.

**NOTE:** Veterans' Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a "C" grade. Students should speak with the Financial Services Department for further details.

#### GRADING POLICY

Students are awarded letter grades for work undertaken at Keiser University. Academic work is evaluated and grades are assigned at the end of each term to indicate a student's level of performance. Criteria upon which a student's performance is evaluated are distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, class projects, presentations, research papers and homework/outside assignments. The meaning of the grade notations is as follows and is based on a 4.0 scale:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%



C	Average	2.0	70.00-79.99%
D	Poor	1.0	65.00-69.99%
F	Failing	0.0	Up to 64.99%
AU	Audit	Not Computed	
I	Incomplete	Not Computed*	
W	Withdrawal	Not Computed (prior to 50% completion)	
WF	Withdrawn past midpoint of course	0.0	
WM	Withdrawal/ Military Duty	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	

\*Converts to grade of F if no grade is entered by end of two weeks

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.

Students receiving an Incomplete in the capstone pre-requisite course must successfully complete the pre-requisite within four weeks. Students who do not successfully complete the pre-requisite are immediately removed from the capstone course and enrolled back in the pre-requisite course.

Dissertation grades for Doctor of Philosophy degree programs, Credit (CR), In Progress (IP), and No Credit (NC) are awarded at the end of every dissertation course. In Progress grades are awarded if a doctoral candidate is within two weeks of completing dissertation course requirements. Exceptions to this policy must be approved by the Dean of the Graduate School.

Dissertation grades for Doctor of Business Administration degree programs, Credit (CR), In Progress (IP), and No Credit (NC) are awarded at the end of every dissertation course. In Progress grades are awarded in dissertation courses that are not complete within one term. In Progress grades will be changed to Credit or No Credit pending completion of course benchmarks within required time limits. Exceptions to this policy must be approved by the Dean of the Graduate School.

### **Dissertation Progress Policy**

Doctoral candidates must be enrolled in dissertation courses for three (3) semesters minimum. Candidates will be awarded 12 credit hours upon successful defense and completion of all dissertation requirements; no additional tuition charges beyond three semesters will be assessed. Candidates, who do not complete the dissertation requirements in four (4) semesters, will be enrolled in dissertation continuation courses.

## **Repeating Courses**

A course in which a letter grade of "C" or "F" has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average at Keiser University. A course in which a satisfactory letter grade (e.g., "A", "B") has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating quantitative Satisfactory Academic Progress status.

Students in the Master of Science in Physician Assistant program may not repeat courses.

## **ACADEMIC YEAR**

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

*\*6 semester hours for graduate candidate students in dissertation courses*

## **STANDARDIZED TESTING REQUIREMENTS**

Keiser University requires students in certain programs to take standardized tests before graduation. The purpose of standardized testing is to ensure the effectiveness of the University's educational programs.

## **DEGREE REQUIREMENTS**

### **SCHOOL OF BUSINESS AND TECHNOLOGY**

#### **Requirements for Doctor of Business Administration**

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

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

#### **Requirements for Master of Accountancy**

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

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

### **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 36 graduate semester credit hours for the Professional MBA or 45 graduate semester credit hours for an MBA with an area of advanced study
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 30-39 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 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 Graduate School Dean

### **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.

### **Requirements for Master of Science in Information Technology Leadership**

To earn a Master of Science in Information Technology Leadership 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 MSITL program through Keiser University
- Complete all MSITL degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School
- Complete all required core and elective courses including the final capstone-based project.
- Exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

#### **Requirements for Graduate Business Certificate**

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

### **SCHOOL OF EDUCATION**

#### **Requirements for Doctor of Philosophy in Curriculum and Instruction, Educational Leadership or Instructional Design and Technology**

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

- Earn a minimum of 60 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 54 credits of the PhD program through Keiser University
- Complete all PhD degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete two residencies before taking 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

#### **Requirements for Educational 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 Joint Master of Science in Education and Master of Business Administration**

To earn a Joint Master of Science in Education and Master of Business Administration 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 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 Education**

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

- Earn a minimum of 36 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 30 credits of the 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 Graduate Education Certificate**

To earn a Graduate Education 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

### **SCHOOL OF HEALTH SCIENCES**

#### **Requirements for Doctor of Health Science**

To earn a Doctor of Health Science 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 DHSc program through Keiser University
- Complete all DHSc degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School
- Students will complete (2) two residencies, the initial residency in the first year and the subsequent residency after passing the comprehensive examination. Students will complete the coursework and the comprehensive examination prior to beginning dissertation courses.
- Successfully complete a comprehensive examination prior to advancing to candidacy
- Advance to candidacy prior to entering into dissertation courses
- Complete a proposal approved by a dissertation committee
- Successfully defend the proposal
- Complete a dissertation approved by a dissertation committee
- Successfully defend the dissertation
- Maintain active student status until dissertation is approved

#### **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

Note: Students who enter the Master of Science in Nursing with the ultimate goal of entering the Master of Science in Nursing, Family Nurse Practitioner program are not guaranteed a seat in the Master of Science in Nursing, Family Nurse Practitioner program. All the admissions criteria for the MSN FNP program must be met prior to acceptance into that program.

#### **Requirements for Master of Science in Nursing, Family Nurse Practitioner**

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

- Earn a minimum of 56.0 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than one course with a grade of “C”
- Complete all MSN FNP credits through Keiser University
- Complete a minimum of 630 precepted clinical hours
- Complete two, scheduled, four-day residencies

- Complete all MSN FNP degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School
- Register for the Family Nurse Practitioner National Board Certification Examination prior to completing the last course

### **Requirements for Master of Science in Nutrition**

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

- Earn a minimum of 42.0 graduate semester credits hours.
- Earn a minimum cumulative grade point average of 3.0.
- Have no more than two courses with a grade of “C”
- Complete the final 36 credits of MS Nutrition program through Keiser University
- Complete all MS Nutrition requirements within five years of beginning coursework; exceptions for extenuating circumstance reviewed by the Dean of the Graduate School

### **Requirements for Master of Science in Occupational Therapy - Bridge Program**

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

- Earn a minimum of 120 undergraduate credit hours towards a Bachelor of Science in Occupational Health and 51 graduate semester credit hours towards a Master of Science in Occupational Therapy
- Earn a minimum grade point average of 3.0
- Have no more than two graduate courses with a grade of “C”
- Complete all MSOT degree requirements within five years of beginning coursework. (Exceptions for extenuating circumstances reviewed by the Dean of the Graduate School)
- In order to qualify for state licensure students will be required to sit for the NBCOT examination after graduation from the MSOT program

### **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 127.5 graduate semester credit hours
- Complete the Keiser Campus ACLS, BLS and PALS program
- 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.

## **SCHOOL OF SOCIAL SCIENCES**

### **Requirements for Doctor of Philosophy in Counselor Education and Supervision**

To earn a Doctor of Philosophy in Counselor Education and Supervision degree from Keiser University, students must accomplish the following:

- Earn a minimum of 60 graduate semester credit hours
- Earn a minimum of 60 graduate semester credit hours
- Have no more than two courses with a grade of “C”
- Complete the final 54 credits of the PhD program through Keiser University
- Complete all PhD degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- 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
- Complete 200 hours of practicum hours
- Complete 600 hours of internship hours

### **Requirements for Doctor of Philosophy in Industrial and Organizational Psychology or Doctor of Philosophy in Psychology**

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

- Earn a minimum of 60 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 54 credits of the PhD program through Keiser University
- Complete all PhD degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete two residencies before taking 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

### **Requirements for Master of Arts in Criminal Justice and Master of Arts in Homeland Security**

To earn a Master of Arts in Criminal Justice or Master of Arts in Homeland Security 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 Clinical Mental Health Counseling**

To earn a Master in Science in Clinical Mental Health Counseling 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 M.S. program through Keiser University
- Attend four on-campus residencies at specified times during the program. Three residencies must be completed prior to enrolling in practicum course. The final residency must be completed before enrolling in internship course.
- Complete a minimum of 100 hours of supervised practicum hours (at least 40 clock hours of direct service)
- Complete a minimum of 600 hours of supervised internship hours (at least 240 clock hours of direct service)
- Pass the comprehensive exam
- Complete all M.S. degree requirements within six years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean

*Note: The above requirements are the minimum to earn the M.S. degree in Clinical Mental Health Counseling at Keiser University. Students should check with their state licensing boards to determine what requirements are necessary to obtain future licensure and to plan for meeting those requirements, if any.*

### **Requirements for Master of Science in Organizational Psychology and Master of Science in Psychology**

To earn a Master of Science in Organizational Psychology or 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 program through Keiser University
- Complete all MS in Psychology or MS in Organizational Psychology degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete thesis proposal approved by Thesis Chair and IRB
- Successfully complete thesis research approved by Thesis Chair

### **UNIVERSITY HOURS**

Hybrid graduate classes are held from 8:00 a.m. to 12:00 p.m. or 1:00 p.m. to 5:00 p.m. on Saturdays, or during other times and days as needed. Please check with the Dean of the Graduate School for specific information on online and hybrid classes.

## Graduate Programs Offered at Each Campus

Clearwater

### PROGRAMS OFFERED

#### **Master of Arts**

Accounting (online only)

Criminal Justice (online only)

Homeland Security (online only)

#### **Master of Business Administration**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Professional MBA (online only)

#### **Master of Science**

Education, Allied Health Teaching and Leadership (online only)

Education, Career College Administration (online only)

Education, Leadership (online only)

Education, Online Teaching and Learning (online only)

Education, Teaching and Learning (online only)

Joint Master of Science in Education - Master of Business Administration (online only)

Management (online only)

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Organizational Psychology (online only)

Psychology (online only)

Daytona

#### **Master of Arts**

Accountancy (online only)

Criminal Justice (online only)

Homeland Security (online only)

#### **Master of Business Administration**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Marketing (online only)

#### **Master of Science**

Education, Allied Health Teaching and Leadership (online only)

Education, Career College Administration (online only)

Education, Leadership (online only)

Education, Teaching and Learning (online only)

	Management (online only)
	Nursing (online only)
	Nursing, Family Nurse Practitioner (online only)
	Organizational Psychology (online only)
	Psychology (online only)
Flagship Campus	<b><u>Master of Business Administration</u></b>
	Accounting
	Health Services Administration
	International Business
	Management
	Marketing
	Professional MBA
Ft. Lauderdale Graduate School	Doctor of Philosophy
	Adult Education (online only)
	Counselor Education and Supervision
	Curriculum and Instruction (online only)
	Educational Leadership (online only)
	Industrial and Organizational Psychology (online only)
	Instructional Design and Technology (online only)
	Psychology (online only)
	Doctor of Business Administration
	Business Administration with specializations in Marketing, Global Organizational Leadership, or Global Business (online only)
	<b><u>Doctor of Health Science</u></b>
	Health Science (online only)
	<b><u>Educational Specialist Degrees</u></b>
	Educational Leadership (online only)
	Instructional Design and Technology (online only)
	<b><u>Master of Arts</u></b>
	Accountancy (online only)
	Criminal Justice (online only)
	Homeland Security (online only)
	<b><u>Master of Business Administration</u></b>
	Accounting
	Accounting (offered in Mandarin) (online only)
	Health Services Administration
	Health Services Administration (offered in Mandarin) (online only)
	International Business
	International Business (offered in Mandarin) (online only)
	International Business (offered in Spanish) (online only)
	Management
	Management (offered in Mandarin) (online only)
	Management (offered in Spanish) (online only)

Marketing  
Marketing (offered in Mandarin) (online only)  
Professional MBA  
Professional MBA (offered in Mandarin) (online only)  
Professional MBA (offered in Spanish) (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration  
(online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Clinical Mental Health Counseling (online only)  
Information Technology Leadership  
Management (online only)  
Organizational Psychology (online only)  
Psychology (online only)

**Graduate Certificates**

Career College Administration (online only)  
Health Services Management (online only)  
Management and Leadership (online only)

Ft. Lauderdale  
Undergraduate

**Master of Business Administration**

Accounting  
Health Services Administration  
International Business  
Management  
Marketing  
Professional MBA

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Occupational Therapy (bridge program)  
Physician Assistant  
Management Information Systems (online only)

Fort Lauderdale  
Online Division

**Doctor of Business Administration**

Business Administration (offered in Spanish) with specializations in Global  
Organizational Leadership, or Global Business

**Master of Business Administration**

International Business (offered in Spanish)  
Management (offered in Spanish)  
Professional MBA (offered in Spanish)

**Master of Science**

Management (offered in Spanish)

Nursing

Nursing, Family Nurse Practitioner

Ft. Myers

**Master of Arts**

Accountancy (online only)

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting

Health Services Administration

International Business

Management

Marketing

Professional MBA

**Master of Science**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Marketing (online only)

Professional MBA (online only)

Jacksonville

**Master of Arts**

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting

Health Services Administration

International Business

Management

Marketing

Professional MBA

**Master of Science**

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Education, Career College Administration (online only)

Education, Teaching and Learning (online only)

Education, Leadership (online only)

Psychology (online only)

Lakeland

**Master of Arts**

Accountancy (online only)

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Marketing (online only)

Professional MBA (online only)

**Master of Science**

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Joint Master of Science in Education - Master of Business Administration  
(online only)

Education, Career College Administration (online only)

Education, Teaching and Learning (online only)

Education, Allied Health Teaching and Leadership (online only)

Education, Leadership (online only)

Management (online only)

Nutrition (online only)

Psychology (online only)

Melbourne

**Master of Arts**

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Marketing (online only)

Professional MBA (online only)

**Master of Science**

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Education, Career College Administration (online only)

Education, Teaching and Learning (online only)

Education, Allied Health Teaching and Leadership (online only)

Education, Leadership (online only)

Management (online only)

Psychology (online only)

Miami

**Master of Arts**

Accountancy (online only)

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting  
Health Services Administration  
International Business  
International Business (offered in Spanish) (online only)  
Management  
Management (offered in Spanish) (online only)  
Marketing  
Professional MBA  
Professional MBA (offered in Spanish) (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Management (online only)  
Management (offered in Spanish) (online only)  
Organizational Psychology (online only)  
Psychology (online only)

New Port Richey

**Master of Arts**

Accounting (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)  
Health Services Administration (online only)  
International Business (online only)  
Management (online only)  
Marketing (online only)  
Professional MBA (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)

Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Management (online only)  
Organizational Psychology (online only)  
Psychology (online only)

Orlando

**Master of Arts**

Accountancy (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)  
Health Services Administration (online only)  
International Business (online only)  
Management (online only)  
Marketing (online only)  
Professional MBA (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Leadership (online only)  
Management (online only)  
Organizational Psychology (online only)  
Psychology (online only)

Pembroke Pines

**Master of Arts**

Accountancy (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Business Administration (offered in Spanish) with concentrations in Leadership for Managers, or International Business (online only)  
Business Administration with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing

**Master of Science**

Accounting  
Health Services Administration  
International Business  
International Business (offered in Spanish) (online only)  
Management



	Management (offered in Spanish) (online only)
	Marketing
	Professional MBA
	Professional MBA (offered in Spanish) (online only)
Port St. Lucie	<b><u>Master of Arts</u></b>
	Accountancy (online only)
	Criminal Justice (online only)
	Homeland Security (online only)
	<b><u>Master of Business Administration</u></b>
	Accounting (online only)
	Health Services Administration (online only)
	International Business (online only)
	Management (online only)
	Marketing (online only)
	Professional MBA (online only)
	<b><u>Master of Science</u></b>
	Nursing (online only)
	Nursing, Family Nurse Practitioner (online only)
	Joint Master of Science in Education - Master of Business Administration (online only)
	Education, Career College Administration (online only)
	Education, Teaching and Learning (online only)
	Education, Allied Health Teaching and Leadership (online only)
	Education, Leadership (online only)
	Education, Online Teaching and Learning (online only)
	Management (online only)
	Organizational Psychology (online only)
	Psychology (online only)
San Marcos, Nicaragua	<b><u>Master of Business Administration</u></b>
	Accounting (online only)
	Health Services Administration (online only)
	International Business (online only)
	International Business (offered in Spanish) (online only)
	Management (online only)
	Management (offered in Spanish) (online only)
	Marketing (online only)
	Professional MBA (online only)
	Professional MBA (offered in Spanish) (online only)
	<b><u>Master of Science</u></b>
	Management (online only)
	Graduate Certificate
	Management and Leadership (online only)
Shanghai (off-	<b><u>Master of Business Administration</u></b>

campus site)	Accounting (offered in Mandarin) Health Services Administration (offered in Mandarin) International Business (offered in Mandarin) Management (offered in Mandarin) Marketing (offered in Mandarin) Professional MBA (offered in Mandarin)
Sarasota	<b><u>Master of Arts</u></b> Criminal Justice (online only) <b><u>Master of Business Administration</u></b> Accounting (online only) Health Services Administration (online only) International Business (online only) Management (online only) Marketing (online only) Professional MBA (online only) <b><u>Master of Science</u></b> Nursing (online only) Nursing, Family Nurse Practitioner (online only) Joint Master of Science in Education - Master of Business Administration (online only) Education, Career College Administration (online only) Education, Teaching and Learning (online only) Education, Allied Health Teaching and Leadership (online only) Education, Leadership (online only) Education, Online Teaching and Learning (online only) Information Security Information Technology Leadership Psychology (online only)
Tallahassee	<b><u>Master of Arts</u></b> Criminal Justice (online only) Homeland Security (online only) <b><u>Master of Business Administration</u></b> Accounting (online only) Health Services Administration (online only) International Business (online only) Management (online only) Marketing (online only) Professional MBA (online only) <b><u>Master of Science</u></b> Nursing (online only) Nursing, Family Nurse Practitioner (online only) Joint Master of Science in Education - Master of Business Administration

(online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Management (online only)  
Organizational Psychology (online only)  
Psychology (online only)  
Graduate Certificate  
Career College Administration (online only)  
Health Services Management (online only)  
Management and Leadership (online only)

Tampa

**Master of Arts**

Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting  
Health Services Administration  
International Business  
Management  
Marketing  
Professional MBA

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Leadership (online only)  
Management (online only)  
Psychology (online only)  
Graduate Certificate  
Health Services Management (online only)  
Management and Leadership (online only)

W. Palm Beach

**Master of Arts**

Accountancy (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting  
Health Services Administration

## Program Descriptions

### SCHOOL OF BUSINESS AND TECHNOLOGY



### **ACCOUNTING**

#### MASTER OF ACCOUNTANCY DEGREE

##### **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.

##### **Program Objectives**

Keiser University'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

- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### **Program Pre-requisites**

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

### **Program Outline**

Courses in the Master of Accountancy program are each eight-weeks in length, and students are normally scheduled for one course at a time.

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

#### **Master of Accountancy Major Courses (36.0 credit hours)**

ACG5138	Advanced Financial Reporting and Accounting Concepts	3.0 credit hours
ACG5255	Advanced International Accounting Concepts	3.0 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
ACG6635	Advanced Auditing Theory and Applications	3.0 credit hours
ACG6685	Fraud Examination Concepts	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
BUL5832	Advanced Contract and UCC Law	3.0 credit hours
TAX6877	Special Topics in Taxation	3.0 credit hours
ACG6816	Professional Accounting Research	3.0 credit hours

### ***BUSINESS ADMINISTRATION***

#### **DOCTOR OF BUSINESS ADMINISTRATION**

##### **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 business educational profession through independent learning, scholarship, and research. At the conclusion of the program, doctoral students will:

- Apply and evaluate effective management theories and literature as it applies to practice.
- Evaluate and synthesize strategic management theories and literature as it applies to practice
- Formulate and evaluate ethical business decisions using theory and literature
- Demonstrate the ability to maximize the opportunities and challenges in the global business environment through theory and literature
- 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
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

## Pre-requisites 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, statistics 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 course per eight week term. 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 Keiser University. Program requirements are as follows:

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

#### Core Courses (21.0 credit hours)

DBA700	Foundations in Business Research Writing (pre-requisite)	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 (9.0 credit hours)**

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

**Marketing Specialization (18.0 credit 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 (18.0 credit 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 <sup>st</sup> 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 (18.0 credit 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 (12.0 credit hours)**

Students must be admitted to candidacy before enrolling in Dissertation Courses

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

The following courses are not scheduled with any other course:

DBA700 Foundations in Business Research Writing (This course is a pre-requisite.)

DISS901 Dissertation

### **Residency Requirement**

Students will complete (2) two residencies, the initial residency in the first year and the subsequent residency prior to taking the comprehensive exam. Students will complete all coursework, both residencies and comprehensive examination prior to beginning dissertation process.

DOPR Doctor of Philosophy Residency One

DOPR2 Doctor of Philosophy Residency

### **Doctor of Business Administration Degree (offered in Spanish language)**

Specializations in Global Organizational Leadership, and Global Business

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



### **MASTER OF BUSINESS ADMINISTRATION DEGREE**

*PROFESSIONAL MBA*

*MBA IN ACCOUNTING*

*MBA IN HEALTH SERVICES ADMINISTRATION*

*MBA IN INTERNATIONAL BUSINESS*

*MBA IN MANAGEMENT*

*MBA IN MARKETING*

### **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 have the option of a Professional MBA or to extend the core MBA program by taking credits in one of five advanced areas of study: Accounting, Health Services Administration, International Business, Management, or Marketing. In addition, all MBA students complete general coursework in valuable areas such as accounting, finance, management, marketing, operations and strategy. Graduates critically analyze and solve business problems through strong analysis of data and integration of a wide range of business acumen.

### **Master of Business Administration Degree (offered in Spanish language)**

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.

### **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 competencies and skills necessary to effectively lead organizations in the 21st century. The MBA program provides students with knowledge of functional areas, professional communication skills, understanding of the business environment, and mastery in the areas of accounting, marketing, finance, leadership, international business, and economics.

### **Program Purpose**

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 have the option of taking credits in one of five advanced areas of study: Accounting, health services administration, international business, management, or marketing.

Students demonstrate acquired knowledge throughout the program, and through successful completion of the coursework.

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
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### **Program Outline**

Students may complete the Professional MBA with the core courses (30 credits) plus two approved elective courses (6 credits) from the advanced study areas, for a total of 36 graduate credit hours. Students will have the option to add 15 graduate credits to the 30 credit core in one of the five areas offered. **NOTE:** Courses in the MBA program are each eight-weeks in length, and students are scheduled typically for one course at a time.

Prerequisites are required for students who have not successfully completed 6 undergraduate credits or 3 graduate credits with at least a B grade in each of the required courses in one or more of the required business disciplines will be provided the opportunity to take the pre-requisite courses in the semester(s) prior to the start of the MBA program. Any student entering the program with a GPA below 3.0 will be provided the opportunity to take the prerequisite courses in the semester(s) prior to the start of the MBA program.

The prerequisites for the MBA program help ensure students are prepared for graduate business studies. The courses give the students an introduction to up to date business concepts both quantitatively and qualitatively.

To receive a Master of Business Administration degree, students must earn 36 to 45 graduate level credit hours. A minimum of at least 36 of the program hours must be completed through Keiser University. Program requirements are as follows:

**Masters of Business Administration Prerequisite Courses (6.0 credit hours)**

MBA500	Advanced Essential Business Concepts	3.0 credit hours
MBA501	Advanced Quantitative Business Analysis	3.0 credit hours

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

MAN510	Advanced Decision Making	3.0 credit hours
ACG5075	Accounting for Decision Making or	3.0 credit hours
ACG5138	Advanced Financial Reporting and Accounting Concepts (For Accounting area students)	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
MAN571	Organizational Behavior	3.0 credit hours
MAN575	Operations Management	3.0 credit hours
ECO581	Managerial Economics	3.0 credit hours
MAN583	Strategic Planning and Implementation	3.0 credit hours

**Accounting (15.0 credit hours)**

ACG6816	Professional Accounting Research	3.0 credit hours
ACG6635	Advanced Auditing Theory and Applications	3.0 credit hours
BUL5832	Advanced Business and UCC Law	3.0 credit hours
TAX6877	Special Topics in Taxation	3.0 credit hours
ACG6625	Accounting information Systems	3.0 credit hours

**Health Services Administration (15.0 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
HSC694	Global Health	3.0 credit hours
HSC695	Healthcare Finance	3.0 credit hours

**International Business (15.0 credit hours)**

ECO651	International Trade	3.0 credit hours
MKT635	International Marketing	3.0 credit hours
FIN653	International Financial Management	3.0 credit hours
MAN674	Global Human Resource Management	3.0 credit hours
MAN676	Global Supply Chain Management	3.0 credit hours

**Management (15.0 credit hours)**

MAN672	Human Resource Management	3.0 credit hour
MAN671	Leadership Development	3.0 credit hour
MAN674	Global Human Resource Management	3.0 credit hours
MAN673	Organizational Change	3.0 credit hours
MAN675	Global Law and Employee Relations	3.0 credit hours

**Marketing (15.0 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
MKT635	International Marketing	3.0 credit hours
MKT636	Emerging issues in Marketing	3.0 credit hours

**MASTER OF SCIENCE DEGREE*****MANAGEMENT*****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:

- Create and manage strategic plans, projects, and organizational requirements
- Evaluate and use proficiency in managing and enhancing people skills in organizations
- Analyze the alignment of organizational resources to lead effectively
- Evaluate situations and problems to engage in effective decision making to implement solutions

- Analyze and show management skills by leading, evaluating, and promoting personnel in a global environment
- Support professionalism as a manager within the organization with good communication and leadership skills.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations

**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

**Spanish Master of Science degree in Management**

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



## 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.

#### Pre-requisites 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

For information on graduation rates, student debt levels, and other disclosures, visit [www.Keiseruniversity.edu/Consumerinfo](http://www.Keiseruniversity.edu/Consumerinfo)



## **INFORMATION TECHNOLOGY**

### **MASTER OF SCIENCE DEGREES**

#### ***INFORMATION SECURITY***

##### **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.

##### **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 and risk management.
- Identify areas of security concerns within system and application 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.
- Compose physical security methodologies to address system vulnerabilities and apply appropriate countermeasures in response to threats.
- Conduct scholarly research pertaining to contemporary information security issues.

- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

**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 (36.0 credit hours)**

ISS500	Operating Systems and Application Support (co-requisite course)	3.0 credit hours
ISS510	Enterprise Information Systems 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
ISS655	Global E-Commerce and Privacy Assurance	3.0 credit hours
ISS670	Advanced Network Security	3.0 credit hours
ISS680	Intrusion Detection and Prevention Systems	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
ISS699	Capstone Project Information Security	3.0 credit hours



***INFORMATION TECHNOLOGY LEADERSHIP***

**Program Description**

The Master of Science in Information Technology Leadership (MSITL) is a career oriented multi-disciplinary program designed to provide students with the required competencies in management and technology. This program provides the foundations of information technology and business leadership skills needed for managers to be successful in the 21<sup>st</sup> Century. Core competencies include leadership, human resources, project management, communications, technical management and strategic planning.

## Program Objectives

Keiser University's MSITL program prepares students to contribute to the profession of information technology leadership. Upon completion of this program, students are prepared to assume leadership roles in information technology by:

- Exhibiting or demonstrating the information security, business and strategic leadership skills to manage the use of hardware, software, and personnel to effectively support an enterprise information system and align it with an organization's business practice;
- Summarizing and discussing the ethical and legal responsibilities of organizations as they relate to the use of technology;
- Applying managerial leadership skills, marketing strategies and/or international business concepts, theory, and research to critically analyze and solve technology problems in unpredictable environments.
- Demonstrating professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

## Pre-requisites for Major Courses

- Baccalaureate degree from an accredited institution in an information technology related field or baccalaureate degree from an accredited institution and supervisory related work experience.

**NOTE:** Courses in the MSITL program are each eight-weeks in length, and students are normally scheduled for two courses concurrently.

## Program Outline

To receive a Master of Science in Information Technology Leadership degree, students must earn 36 graduate semester credit hours. In the final semester of their program, students complete a capstone project. Students select two elective courses in this program. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

### Master of Science in Information Technology Leadership Major Core Courses (30.0 credit hours)

ISS510	Enterprise Information Systems and Networks	3.0 credit hours
ISS520	Database Systems and Security	3.0 credit hours
ISS655	Global E-Commerce and Privacy Assurance	3.0 credit hours
MAN671	Leadership Development	3.0 credit hours
MAN672	Human Resources Management	3.0 credit hours
MAN673	Organizational Change	3.0 credit hours
MTL520	Information Systems Management	3.0 credit hours
MTL530	Computer Security	3.0 credit hours
MTL650	Social, Legal, Ethical Issues and the Internet	3.0 credit hours
MTL690	Capstone Project Technology Leadership	3.0 credit hours

### Elective Courses (6.0 credit hours)

MTL655	Data Warehousing	3.0 credit hours
MTL665	Service Oriented Architecture	3.0 credit hours
MTL675	Cloud, Virtualization and Mobile Services	3.0 credit hours
ISS695	Risk Analysis and Vulnerability Assessment	3.0 credit hours



## SCHOOL OF EDUCATION



### DOCTOR OF PHILOSOPHY DEGREES

#### *CURRICULUM AND INSTRUCTION*

##### **Program Description**

The Ph.D. in Curriculum and Instruction provides the knowledge and skills to individuals concerned with the research, design, teaching, assessment, and professional development related to P-20 education. The program is designed for educators who aspire to lead the development of curriculum for the 21st century. Graduates will demonstrate real-world and scholarly knowledge to improve the performance of educational institutions.

##### **Program Mission**

The mission of the doctoral program in Curriculum and Instruction is to prepare leaders in K-12 and higher education to ensure student achievement is maximized in the teaching and learning processes. With a focus on extensive examination of theory and practice, the program provides an evidence-based foundation for excellence in all aspects of curriculum development and implementation from philosophy to design, instructional strategies, and assessment.

##### **Goals**

1. The program will graduate educational practitioners and researchers that can lead schools, school districts, and institutions in developing exemplary educational programs.
2. The program will develop curriculum and instruction leadership skills in students preparing them for the challenges of today's educational landscape.

The program will prepare professionals to implement teaching and learning processes based on research and best practices in schools, higher education institutions, and other appropriate organizations.

##### **Program Objectives**

The Doctor of Philosophy degree in Curriculum and Instruction prepares scholar professionals to apply theoretical foundations in curriculum and instruction. The program fosters the advanced skills to research, design, develop, implement, evaluate and disseminate innovative educational content in a variety of learning environments to improve student achievement and to affect positive societal change. In addition, the program prepares leaders to work with faculty at the P-20 levels to enhance the quality of instruction focused on excellent, effective curriculum

development and instructional strategies. Upon completion of this program, students are able to:

- Analyze social, historical, and policy factors in the development and current practices of curriculum and instruction.
- Apply research processes within the field of curriculum and instruction, including practical design, analysis, and reporting.
- Create a shared vision of a learning culture by understanding and responding to the political, social, economic, legal, and cultural environment.
- Evaluate and apply best practices in instruction using effective teaching practices, emerging technologies, and assessment techniques to achieve optimal educational outcomes.
- Advance the body of knowledge through relevant, reflective, research, and scholarship.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications

Pre-requisites for Major Courses

- Master degree from an accredited institution.

**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 course per semester.

**Program Outline**

To receive a Doctor of Philosophy in Curriculum and Instruction degree, students must earn 60 graduate semester credit hours. Fifty-four of the program hours must be completed through Keiser University. Program requirements are as follows:

**Doctor of Philosophy in Curriculum and Instruction (60 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 (program pre-requisite course)	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours
EDU742	Classroom Management	3.0 credit hours
IDT721	Leading Technology Innovation	3.0 credit hours

**Curriculum and Instruction Core Courses (18.0 credit hours)**

EDU741	Differentiated Instruction	3.0 credit hours
CIL743	Curriculum: Advanced Theory and Research	3.0 credit hours
CIL744	Instruction: Advanced Theory and Research	3.0 credit hours
CIL745	Assessment for Student Learning	3.0 credit hours
CIL746	Curriculum and Instruction for Professional Development	3.0 credit hours
IDT723	Instructional Design Theory	3.0 credit hours

**Research Courses (15.0 credit hours)**

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

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

**Dissertation Courses (12.0 credit hours)**

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

EDR900	Dissertation	1.5 credit hours
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**Residency Requirement**

Doctoral students must complete two residencies, one in the first year of the program; the second prior to taking RSM820.

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

*\*See Teaching Education information for Alabama applicants/students at end of section.*

**EDUCATIONAL LEADERSHIP****Program Description**

Keiser University's Doctor of Philosophy in Educational Leadership degree prepares reflective scholars and capable professionals who apply theory, method, and research 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, assessment, program evaluation, effective communication, and technology.

**Program Mission**

Keiser University is dedicated to the application of research, knowledge, and skills within a wide range of academic and professional fields. The mission of the Educational Leadership program is to provide students with high quality, relevant opportunities to create new knowledge through research, which are applicable in the workplace and in society.

**Goals:**

1. To provide access to education through online programs that provide opportunities for personal and professional growth
2. To graduate students who will use their knowledge to affect change and instill excellence in research, teaching, and their communities
3. To lead the innovation of solutions to complex problems in society through research, teaching, and community partnerships

**Program Objectives**  
 Keiser University's PhD 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.
- Advance the body of knowledge through relevant, reflective, action-oriented research and scholarship.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

**Pre-requisites for Major Courses**

- Master degree from an accredited institution.

**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 course per semester.

**Program Outline**

To receive a Doctor of Philosophy in Educational Leadership degree, students must earn 60 graduate semester credit hours. Fifty-four of the program hours must be completed through Keiser University. Program requirements are as follows:

**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 (program pre-requisite course)	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
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**Leadership Core Courses (12.0 credit hours)**

EDL750	Leadership: Theory and Management	3.0 credit hours
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EDL751	Leadership: Assessment and Program Evaluation	3.0 credit hours
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EDL752	Leadership: Reform and Innovation	3.0 credit hours
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EDL753	Leadership: Human Resources and Professional Development	3.0 credit hours
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**Elective Courses (6.0 credits required)**

IDT722	Management of Distance Education	3.0 credit hours
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IDT720	Designing Training and Performance Solutions	3.0 credit hours
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EDU741	Differentiated Instruction	3.0 credit hours
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EDU742	Classroom Management	3.0 credit hours
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EDU760	The Profession and Practice of Adult Education	3.0 credit hours
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EDU762	The Foundations, Theory, and Practice of Adult Education	3.0 credit hours
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**Research Courses (15.0 credit hours)**

RSM700	Quantitative Research I	3.0 credit hours
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RSM800	Quantitative Research II (Pre-requisite RSM700)	3.0 credit hours
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RSM810	Qualitative Research	3.0 credit hours
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RSM811	Mixed Methods (Pre-requisites: RSM700, RSM800, and RSM810)	3.0 credit hours
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*RSM820	Advanced Research: Pre-Proposal and Literature Review (Pre-requisites: RSM700, RSM800, and RSM810)	3.0 credit hours
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\*RSM820 is scheduled as the last course and is not scheduled with any other course.

**Dissertation Courses (12.0 credit hours)**

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

EDR900	Dissertation	1.5 credit hours
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**Residency Requirement**

Doctoral students must complete two residencies, one in the first year of the program; the second prior to taking RSM820.

DOPR Doctor of Philosophy Residency One

DOPR2 Doctor of Philosophy Residency Two

*\*See Teaching Education information for Alabama applicants/students at end of section.*

**INSTRUCTIONAL DESIGN AND TECHNOLOGY**

**Program Description**

The Doctor of Philosophy 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 Mission Statement**

The mission of the Keiser University Instructional Design and Technology Program is to create stimulating learning environments so that current and future instructional design professionals gain knowledge and skills to be successful in the field.

### **Program Goals**

- To graduate students who are prepared to meet the practical challenges of research-based and technology enhanced instructional design.
- To prepare graduates to be independent thinkers and learners who demonstrate integrity and can work in an autonomous or team setting.
- To prepare graduates with the skills to recognize and apply the concepts of diversity around a wide range of instructional design and educational topics through exemplary communication, design, application, delivery of methods, and recommendations supported by research.

### **Program Objectives**

Keiser University's PhD in Instructional Design 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:

- 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.
- Continue to renew and develop expertise in the field of instructional design technology demonstrated by effective written, spoken, and digital communication.
- 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.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.
- Advance the body of knowledge through relevant, reflective, action-oriented research and scholarship.

### **Pre-requisites for Major Courses**

- Master degree from an accredited institution.

**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 Instructional Design and Technology degree, students must earn 60 graduate semester credit hours. Fifty-four of the program hours must be completed through Keiser University. Program requirements are as follows:

### Doctor of Philosophy in Instructional Design Technology 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 (program pre-requisite course)	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

#### Instructional Design Technology Core Courses (12.0 credit 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

#### Elective Courses (Six credits required)

IDT722	Management of Distance Education	3.0 credit hours
IDT720	Designing Training and Performance Solutions	3.0 credit hours

#### Research Courses (15.0 credit hours)

RSM700	Quantitative Research I	3.0 credit hours
RSM800	Quantitative Research II (Pre-requisite RSM700)	3.0 credit hours
RSM810	Qualitative Research	3.0 credit hours
RSM811	Mixed Methods (Pre-requisite EDR700, EDR800, and EDR810)	3.0 credit hours
RSM820	Advanced Research: Pre-Proposal and Literature Review (Pre-requisites: RSM700, RSM800, RSM810, and RSM811)	3.0 credit hours

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

#### Dissertation Courses (12.0 credit hours)

Students must be admitted to candidacy before enrolling in dissertation courses.

EDR 900	Dissertation	1.5 credit hours
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#### Residency Requirement

Doctoral students must complete two residencies, one in the first year of the program, the second prior to taking RSM820.

DOPR                      Doctor of Philosophy Residency

DOPR2                     Doctor of Philosophy Residency Two

*\*See Teaching Education information for Alabama applicants/students at end of section.*



## EDUCATION SPECIALIST DEGREES

### *EDUCATIONAL LEADERSHIP*

#### **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.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.



### Pre-requisites 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 (program pre-requisite course)	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

*\*See Teaching Education information for Alabama applicants/students at end of section.*

## INSTRUCTIONAL DESIGN AND TECHNOLOGY

### 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 Mission Statement

The mission of the Keiser University Instructional Design and Technology Program is to create stimulating learning environments so that current and future instructional design professionals gain knowledge and skills to be successful in the field.

### **Program Goals**

- To graduate students who are prepared to meet the practical challenges of research-based and technology enhanced instructional design.
- To prepare graduates to be independent thinkers and learners who demonstrate integrity and can work in an autonomous or team setting.
- To prepare graduates with the skills to recognize and apply the concepts of diversity around a wide range of instructional design and educational topics through exemplary communication, design, application, delivery of methods, and recommendations supported by research.

### **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:

- 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.
- Continue to renew and develop expertise in the field of instructional design technology demonstrated by effective written, spoken, and digital communication.
- 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.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

### **Pre-requisites 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 in Instructional Design and Technology, 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 and Technology Major Core Courses** (30.0 credit hours)

**Foundation Courses** (18.0 credit hours)

EDU710	Ethical and Legal Issues in Education/Leadership	3.0 credit hours
EDU712	Policy, Politics, and Community Relations	3.0 credit hours
EDU730	Funding of Educational Institutions (program pre-requisite course)	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 and Technology Core Courses** (12.0 credit 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

*\*See Teaching Education information for Alabama applicants/students at end of section.*



**MASTER OF SCIENCE DEGREES**

***EDUCATION, ALLIED HEALTH TEACHING AND LEADERSHIP***

**Program Description**

Keiser University's Master of Science in Education, Allied Health Teaching and Leadership provides instructors, administrators, program directors, and other personnel an intensive study of theory and practice in the field of healthcare education. The program fosters independent learning and prepares students to contribute through leadership and scholarship to the education profession. Students complete a foundation of courses in such areas as diversity, curriculum design, ethics, evaluation and assessment, decision-making, and instructional technology before focusing on enrollment management, student retention, trends and issues in health care education and management. Graduates are able to demonstrate knowledge and application of theory and to critically analyze and competently solve problems in this area of education based on applied research methods.

## Program Objectives

Keiser University's MEd AHTL program prepares students to contribute to the education profession as leaders. Upon completion of the program, students are able to:

- Demonstrate theory-based and practical leadership in K-12, higher education, and related fields.
- Incorporate critical thinking, scholarly writing, research, and technology in practice.
- Design and assess curriculum, instruction, and programs related to student success.
- Direct educational operations including enrollment management, student retention, and educational effectiveness in community and institution programs.
- Exhibit competency in professional practices including ethics, diversity, legal issues, and communication with all educational stakeholders.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

## Pre-requisites for Major Courses

Baccalaureate Degree from an accredited institution

The Master of Science in Education, Allied Health Teaching and Leadership is designed to meet the needs of students with accredited baccalaureate degrees. Students may be instructors, program directors, and managers of higher education healthcare programs as well as community health educators and leaders.

NOTE: Courses in the MSE AHTL program are each eight-weeks in length, and students are scheduled for two courses concurrently if attending full-time.

## Program Outline

To receive a Master of Science in Education, Allied Health Teaching and Leadership degree, students must earn 36 graduate semester credit hours. In the final semester of their program, students complete an action research project related to their area of interest. No electives are offered in this program. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

### Master of Science in Education, Allied Health Teaching and Leadership Major Core Courses (36.0 credit hours)

EDU 510	Affirming Diversity	3.0 credit hours
EDU 511	Integrative Instructional Technology	3.0 credit hours
EDU 512	Education Governance, Motivation and Ethical Decision Making	3.0 credit hours
EDU 513	Advanced Curriculum Design	3.0 credit hours
EDU 514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU 521	Learning Theories Applied To Classroom Instruction and Management	3.0 credit hours
EDU 552	Personnel Selection and Development	3.0 credit hours
EDU 580	Issues and Trends in Health Care Education Programs	3.0 credit hours
EDU 581	Managing Health Care Programs in Institutions and the Community	3.0 credit hours
EDU582	Compliance, Accreditation, and Legal Issues	3.0 credit hours

EDR 551	Decision Oriented Educational Research	3.0 credit hours
EDR 610	Action Research Project (Capstone)	3.0 credit hours

*\*See Teaching Education information for Alabama applicants/students at end of section.*

## **EDUCATION, CAREER COLLEGE ADMINISTRATION**

### **Program Description**

Keiser University's Master of Science in Education, Career College Administration (MSEd CCA) provides administrators, program directors, and other personnel an intensive study of theory and practice in the field of career college education administration. The program fosters independent learning and prepares students to contribute through leadership and scholarship to the career education profession. Students complete a foundation of courses in such areas as diversity, curriculum design, ethics, decision-making, and instructional technology before focusing on marketing, enrollment management, student services, financial management, compliance, outcomes, campus operations, as well as personnel selection and development. Graduates are able to demonstrate knowledge and application of theory and to critically analyze and solve problems based on applied research methods.

### **Program Objectives**

Keiser University's MSEd CCA program prepares students to contribute to the education profession as leaders. Upon completion of the program, students are able to:

- Demonstrate theory-based and practical leadership in career college administration and other educational fields.
- Incorporate critical thinking, scholarly writing, research, and technology in practice.
- Design and assess curriculum, instruction, and programs related to student success.
- Direct educational operations including marketing, financial management, outcomes improvements, campus operations, student services, personnel recruitment and development, and enrollment management.
- Exhibit competency in professional practices including ethics, diversity, legal issues, and communication with all educational stakeholders.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### **Pre-requisites for Major Courses**

Baccalaureate Degree from an accredited institution

The Master of Science in Education, Career College Administration is designed to meet the needs of students with accredited baccalaureate degrees. Students may be admissions staff, financial aid personnel, bursars, student services personnel, administrators, other employees of career colleges, program directors, or instructors seeking to become administrators.

**NOTE:** Courses in the MSEd CCA program are each eight-weeks in length, and students are scheduled for one or two courses per term.

### **Program Outline**

To receive a Master of Science in Education, Career College Administration degree, students must earn 36 graduate semester credit hours. In the final semester of their program, students complete an action research project related to their area of interest. No electives are offered in

this program. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

**Master of Science in Education, Career College Administration Major Core Courses (36.0 credit hours)**

EDU 510	Affirming Diversity	3.0 credit hours
EDU 511	Integrative Instructional Technology	3.0 credit hours
EDU 512	Education Governance, Motivation and Ethical Decision Making	3.0 credit hours
EDU 513	Advanced Curriculum Design	3.0 credit hours
EDU 514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU 552	Personnel Selection and Development	3.0 credit hours
EDU 560	Enrollment Management Theory and Practice	3.0 credit hours
EDU 562	Higher Education Marketing	3.0 credit hours
EDU 564	Leading Career Education in America	3.0 credit hours
EDU566	Managing Career Colleges for Successful Outcomes	3.0 credit hours
EDR 551	Decision Oriented Educational Research	3.0 credit hours
EDR 610	Action Research Project (Capstone)	3.0 credit hours

*\*See Teaching Education information for Alabama applicants/students at end of section.*

**EDUCATION, LEADERSHIP**

**Program Description**

Keiser University's Master of Science in Education, Leadership (MSEd L) provides experienced educators the preparation to become educational institution leaders and administrators. The program fosters independent learning and prepares students to contribute through leadership and scholarship to the education profession. Students complete a foundation of courses in such areas as diversity, curriculum design, ethics, decision-making, and instructional technology before focusing on all aspects involving administrative roles. Graduates are able to demonstrate knowledge and application of theory and to critically analyze and solve education-related issues and problems based on applied research methods.

**Program Objectives**

Keiser University's MSEd L program prepares students to contribute to the education profession as leaders. Upon completion of the program, students are able to:

- Demonstrate theory-based and practical leadership in K-12, higher education, and related fields.
- Incorporate critical thinking, scholarly writing, research, and technology in practice.
- Design and assess curriculum, instruction, and programs related to student success.
- Direct educational operations including personnel selection and development, finance, safety, and data-driven decision making.
- Exhibit competency in professional practices including ethics, diversity, legal issues, and communication with all educational stakeholders.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

## Pre-requisites for Major Courses

Baccalaureate Degree from an accredited institution

The Master of Science in Education, Leadership is designed to meet the needs of students with accredited baccalaureate degrees. Students may be licensed classroom practitioners, education administrators or teachers seeking positions within administration. State departments of education certify public school principals through an application and testing process. To be eligible for a school administrator license, most states require applicants to have at least three years of teaching experience and to hold graduate degrees.

**NOTE:** Courses in the MEd L program are each eight-weeks in length, and students are scheduled for two courses concurrently if attending full-time.

## Program Outline

To receive a Master of Science in Education, Leadership degree, students must earn 36 graduate semester credit hours. In the final semester of their program, students complete an action research project related to their area of interest. No electives are offered in this program. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

### Master of Science in Education, Leadership Major Core Courses (36.0 credit hours)

EDU 510	Affirming Diversity	3.0 credit hours
EDU 511	Integrative Instructional Technology	3.0 credit hours
EDU 512	Education Governance, Motivation and Ethical Decision Making	3.0 credit hours
EDU 513	Advanced Curriculum Design	3.0 credit hours
EDU 514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU540	Current Trends and Issues in Education	3.0 credit hours
EDU550	Education System Organization and Leadership	3.0 credit hours
EDU 552	Personnel Selection and Development	3.0 credit hours
EDU 553	Education Budgeting and Finance	3.0 credit hours
EDU 554	School Public Relations and Communications	3.0 credit hours
EDR 551	Decision Oriented Educational Research	3.0 credit hours
EDR 610	Action Research Project (Capstone)	3.0 credit hours

*\*See Teaching Education information for Alabama applicants/students at end of section.*

## EDUCATION, ONLINE TEACHING AND LEARNING

### Program Description

The Master of Science in Education, Online Teaching and Learning program provides teachers, administrators, training developers, and community educators the knowledge and skills to design, teach, and lead online education and programs in institutions, businesses, and organizations. Focused on coursework that offers students advanced courses in assessment, diversity, decision-making, and technology aligned with practical learning applications, this unique program prepares graduates to be proficient instructors, designers, trainers, facilitators, and leaders in online education programs for K-12 and adult learners.

## Program Objectives

Keiser University's MEd OTL program prepares students to contribute to the education profession as leaders. Upon completion of this program, students are prepared to:

- Demonstrate theory-based and practical leadership in online education in K-12, higher education, and related fields.
- Incorporate critical thinking, scholarly writing, research, and technology in practice.
- Design and assess online curriculum, instruction, and programs related to student success.
- Direct educational operations related to online teaching and learning including virtual classroom management, assessment of student learning, and accountability with an emphasis on innovative technology-related procedures and practices.
- Exhibit competency in professional practices including ethics, diversity, legal issues, and communication with all educational stakeholders
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

## Pre-requisites for Major Courses

Baccalaureate degree from an accredited institution.

The Master of Science in Education, online Teaching and Learning is designed to meet the needs of students with accredited baccalaureate degrees. Students may be classroom teachers, education administrators, business training development professionals or teachers seeking positions within administration.

NOTE: Courses in the MEd OTL program are each eight-weeks in length, and students are normally scheduled for two courses concurrently.

## Program Outline

To receive a Master of Science in Education, Online Teaching and Learning degree, students must earn 36 graduate semester credit hours. In the final semester of their program, students complete an action research project. No elective courses are offered in this program. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

### Master of Science in Education, Online Teaching and Learning Major Core Courses (36.0 credit hours)

EDU510	Affirming Diversity	3.0 credit hours
EDU511	Integrative Instructional Technology	3.0 credit hours
EDU512	Education Governance, Motivation and Ethical Decision Making	3.0 credit hours
EDU513	Advanced Curriculum and Instructional Design	3.0 credit hours
EDU514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU521	Learning Theories Applied to Classroom Instruction and Management	3.0 credit hours
EDU522	Continuous Improvement and Planning	3.0 credit hours
EDU570	Building Online Collaboration in Learning Environments	3.0 credit hours
EDU571	Current Issues and Technologies for Online	



	Education and Training	3.0 credit hours
EDU572	Design and Delivery of Web Conferences	3.0 credit hours
EDR551	Decision Oriented Educational Research	3.0 credit hours
EDR 610	Action Research Project (Capstone)	3.0 credit hours

*\*See Teaching Education information for Alabama applicants/students at end of section.*

## **EDUCATION, TEACHING AND LEARNING**

### **Program Description**

Keiser University's Master of Science in Education, Teaching and Learning (MSEd TL) provides teachers the opportunity to improve their skills and instructional leadership for contributing to quality educational services in public and private educational institutions. The program fosters independent learning and prepares students to contribute through leadership and scholarship to the education profession. Students complete a foundation of courses in such areas as diversity, curriculum design, ethics, decision-making, and instructional technology before focusing on classroom management, the psychology of learning, instructional best practices, and leadership for teachers. Graduates are able to demonstrate knowledge and application of theory and to critically analyze and solve problems based on applied research methods.

### **Program Objectives**

Keiser University's MSEd TL program prepares students to contribute to the education profession as leaders. Upon completion of the program, students are able to:

- Demonstrate theory-based and practical instructional leadership in K-12, higher education, and related fields
- Incorporate critical thinking, scholarly writing, research, and technology in practice
- Design and assess curriculum, instruction, and programs related to student success.
- Direct educational operations including classroom management, assessment of student learning, and accountability with an emphasis on innovative procedures and practices
- Exhibit competency in professional practices including ethics, diversity, legal issues, and communication with all educational stakeholders
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations

### **Pre-requisites for Major Courses**

Baccalaureate Degree from an accredited institution

The Master of Science in Education, Teaching and Learning is designed to meet the needs of students with accredited baccalaureate degrees. Students may be certified teachers, instructors, administrators, or those interested in completing the science of teaching degree while working on alternative teacher certification.

**NOTE:** Courses in the MSEd TL program are each eight-weeks in length, and students are scheduled for two courses concurrently if attending full-time.

### **Program Outline**

To receive a Master of Science in Education, Teaching and Learning degree, students must earn 36 graduate semester credit hours. In the final semester of their program, students complete an

action research project related to their area of interest. No electives are offered in this program. Thirty of the program hours must be completed through Keiser University.

**Master of Science in Education, Teaching and Learning Major Core Courses**

(36.0 credit hours)

EDU510	Affirming Diversity	3.0 credit hours
EDU511	Integrative Instructional Technology	3.0 credit hours
EDU512	Education Governance, Motivation and Ethical Decision Making	3.0 credit hours
EDU513	Advanced Curriculum and Instructional Design	3.0 credit hours
EDU514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU520	Psychological Basis of Education	3.0 credit hours
EDU521	Learning Theories Applied to Classroom Instruction and Management	3.0 credit hours
EDU522	Continuous Improvement and Planning	3.0 credit hours
EDU523	Teacher in American Society	3.0 credit hours
EDU524	Problem Solving and Critical Thinking	3.0 credit hours
EDR551	Decision Oriented Educational Research	3.0 credit hours
EDR610	Action Research Project (Capstone)	3.0 credit hours

*\*See Teaching Education information for Alabama applicants/students at end of section.*



**JOINT GRADUATE DEGREE PROGRAMS**

***EDUCATION AND BUSINESS***

**Program Description**

The Joint Master of Science in Education and Master of Business Administration (MSEd-MBA) degree program is designed for career college professionals who aspire to leadership positions in postsecondary education. The joint degree program fosters independent learning and enables students to contribute intellectually to the field of career college administration. The curriculum focuses on the essential knowledge and capabilities necessary to work as a career college leader by providing a foundation in technology, curriculum, personnel, enrollment management, higher

education marketing and recruitment, campus operations, accounting, economics, finance, and project management. Graduates are able to demonstrate a conceptual understanding of advanced educational theory and practice and to critically analyze and solve problems based on applied research methods.

### **Program Objectives**

Keiser University's MSE-MBA program enables students to lead education-related organizations and businesses. Upon completion of this program, students are able to:

- Demonstrate theory-based and practical leadership in higher education and related fields.
- Direct educational operations including marketing, campus operations, personnel recruitment and development, and enrollment management.
- Exhibit competency in professional practices including ethics, diversity, legal issues, and communication with all education and business stakeholders.
- Incorporate critical thinking, scholarly writing, research, and technology in practice.
- Design and assess curriculum, instruction, and programs related to student success.
- Apply selected methods of quantitative analysis to enhance business decisions.
- Evaluate an organization's financial position through financial statement analysis and/or forecasting.
- Compare economic environments and markets and their impact on education-related 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.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### **Pre-requisites for Major Courses**

- Baccalaureate degree from an accredited institution.

The Joint Master of Science in Education-Master of Business Administration is designed to meet the needs of students with accredited baccalaureate degrees. Students may be classroom practitioners, education administrators, teachers seeking positions within administration, or career college professionals.

**NOTE:** Courses in the Joint MEd MBA program are each eight-weeks in length, and students are scheduled for one or two courses concurrently.

### **Program Outline**

To receive a Joint Master of Science in Education – Master of Business Administration degree, students must earn 60 graduate semester credit hours. In the final semester of their program, students complete a capstone business strategies project. Fifty-four of the program hours must be completed through Keiser University. Program requirements are as follows:

#### **Master of Science in Education Major Core Courses (30.0 credit hours)**

EDU510	Affirming Diversity	3.0 credit hours
EDU511	Integrative Instructional Technology	3.0 credit hours
EDU512	Education Governance, Motivation and Ethical Decision Making (co-requisite course)	3.0 credit hours

EDU513	Advanced Curriculum and Instructional Design	3.0 credit hours
EDU514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU560	Enrollment Management Theory and Practice	3.0 credit hours
EDU562	Higher Education Marketing	3.0 credit hours
EDU552	Personnel Selection and Development	3.0 credit hours
EDU 564	Leading Career Education in America	3.0 credit hours
EDU 566	Managing Career Colleges for Successful Outcomes	3.0 credit hours

**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
MAN542	Business Research Methods	3.0 credit hours
MAN551	International Business	3.0 credit hours
MAN571	Organizational Behavior (co-requisite for business courses)	3.0 credit hours
MAN573	Project Management	3.0 credit hours
ECO581	Managerial Economics	3.0 credit hours
MAN673	Organizational Change	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

*\*See Teaching Education information for Alabama applicants/students at end of section.*

**GRADUATE EDUCATION CERTIFICATE PROGRAMS**

**CAREER COLLEGE ADMINISTRATION**

**Program Description**

The Graduate Education Certificate in Career College Administration provides current career college employees and executives essential skills in the field of career college management. This program provides theory and practical application focused on helping career college employees advance to management and strategic level positions. The curriculum focuses on enrollment management, marketing and recruitment, student retention, campus operations, personnel selection and development, and project management.

**Program Objectives**

Keiser University's Graduate Education Certificate in Career College Administration prepares students to contribute to the education profession as leaders. Upon completion of this program, students are prepared to assume leadership roles in education by:

- Demonstrating theory-based and practical leadership in career college education and related fields.
- Directing educational operations including marketing, campus operations, personnel recruitment and development, and enrollment management.

- Demonstrating professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### Pre-requisites for Core Courses

A baccalaureate degree from an accredited institution

Professional resume

A one page personal statement describing the applicant’s expectations of the certificate program

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

### Program Outline

To receive a Graduate Education 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:

#### Career College Administration (18.0 credit hours)

EDU560	Enrollment Management Theory and Practice	3.0 credit hours
EDU562	Higher Education Marketing	3.0 credit hours
EDU552	Personnel Selection and Development	3.0 credit hours
MAN573	Project Management	3.0 credit hours
EDU 564	Leading Career Education in American	3.0 credit hours
EDU 566	Managing Career Colleges for Successful Outcomes	3.0 credit hours

For information on graduation rates, student debt levels, and other disclosures, visit [www.KeiserUniversity.edu/Consumerinfo](http://www.KeiserUniversity.edu/Consumerinfo)

**\*Teacher Education information for Alabama applicants/students:** State authorization to provide a program related to the preparation of teachers or other P-12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate based on reciprocity must meet Alabama’s test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level, and in the teaching field or area of instructional support for which an Alabama certificate is sought and for which Alabama issues a certificate. Applicants for Alabama certification in an area of administration must also document at least three years of full-time employment as an administrator in a P-12 school system(s). [www.alsde.edu](http://www.alsde.edu)

### SCHOOL OF HEALTH SCIENCE



## DOCTOR OF HEALTH SCIENCE DEGREE

### *HEALTH SCIENCE*

#### **Program Description**

The Doctor of Health Science degree provides healthcare professionals with the theory and skills to advance a career in health related administration, teaching, or clinical practice where advanced analytical and conceptual capabilities are required. This advanced degree will prepare graduates to better understand and effectively manage the ongoing challenges of access, cost, and quality in healthcare; and to skillfully analyze, plan, implement, and evaluate proposed solutions to these challenges. The focus is on critical analysis and evaluation of complex issues and challenges arising in professional practice. This program is intended to provide present healthcare professionals with the knowledge and skills to excel in project management, decision-making, managing organizational behavior, setting standards based on the evidence, and gaining the competence to apply research to their professional practice.

#### **Philosophy**

The Keiser University Doctor of Health Science program prepares healthcare professionals to effectively manage diverse populations and the ongoing challenges of access, cost, and quality in healthcare in the communities they serve; and to skillfully analyze, plan, implement, and evaluate proposed solutions to these challenges.

#### **Program Objectives**

Keiser University's Doctor of Health Science program prepares students to:

- Examine the dynamics of diverse populations and create a learning culture by understanding and responding to the political, social, economic, legal, and cultural environment as relates to health science
- Analyze challenges of access, cost, quality, and ethical issues in healthcare communities and select proposed solutions
- Apply leadership theory and decision-making skills to specific areas of health sciences
- Analyze and evaluate complex issues and challenges arising in the healthcare professionals' practice
- Plan and develop population specific healthcare programs to meet the needs of the communities served
- Propose practice standards based on medical evidence and evaluate the efficacy of the interventions
- Advance the body of knowledge through relevant action-oriented research and scholarship
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

**NOTE:** Courses in the Doctor of Health Science program are eight-weeks in length and students are scheduled for one or two courses concurrently. Students are required to attend two on-campus residencies at specified times during the program.

## Program Outline

To receive a Doctor of Health Science degree, students must earn 60 graduate semester credit hours. Transfer of graduate credits will be evaluated on a case by case basis. Fifty-four program hours must be completed through Keiser University. Program requirements are as follows:

### Health Core Courses (24 credit hours)

HSC711	Delivery of Health Care to Diverse and Vulnerable Populations	3 credit hours
HSC721	Cultural and Ethical Influences on Global Population Health	3 credit hours
HSC722	Global Health Policy	3 credit hours
HSC731	Health Policy and Health Economics	3 credit hours
HSC741	Evidence-Based Health Care Practice	3 credit hours
HSC751	Health Care Financing	3 credit hours
HSC761	Health Informatics	3 credit hours
HSC871	Global Health Systems (independent study)	3 credit hours

### Leadership Courses (12 credit hours)

DBA710	Management and Leadership Approaches	3 credit hours
LDR811	In-Depth Exploration of Organizational Behavior	3 credit hours
LDR814	Transformational Leadership	3 credit hours
LDR815	Emerging Leadership Practices	3 credit hours

### Research Courses (12 credit hours)

DBA700	Foundations in Research Writing	3 credit hours
DBR800	Methods & Analysis of Quantitative Research	3 credit hours
DBR810	Survey Research Methods	3 credit hours
DBR811	Mixed Methods (pre-requisite DBR 800 & DBR 810)	3 credit hours

### Dissertation Courses (12 credit hours)

DISS901	Dissertation	3 credit hours
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## DOCTOR OF NURSING PRACTICE DEGREE

### *NURSING PRACTICE*

#### Program Description

The Doctor of Nursing Practice program graduate will possess advanced competencies for increasingly complex practice, faculty, and leadership roles in nursing. The curriculum focuses on integrating nursing science with knowledge from ethics, biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of evidence-based nursing practice. The program is comprehensive and time-efficient, and fosters motivated, self-directed learners who are able to utilize the highest levels of education to improve nursing practice and patient outcomes. The DNP program equips students with mastery in the areas of leadership, evidence-based practice, policy, scholarship, and interprofessional collaboration.

This program aims to fulfill the recommendations of the American Association of Colleges of

Nursing (AACN) guidelines as prescribed in *The Essentials of Doctoral Education for Advanced Nursing Practice* (October, 2006) and *The Doctor of Nursing Practice: Current Issues and Clarifying Recommendations* (August, 2015).

### **Mission**

The Keiser University Doctor of Nursing Practice program proposes to develop nursing leaders who strive to advance the profession of nursing by enhancing, alleviating, and ameliorating health and health care delivery services. This is accomplished by developing the student's competencies and skills necessary to effectively lead health care in the 21st century.

### **Program Purpose**

Keiser University's Doctor of Nursing Practice program graduates will be prepared to utilize evidence-based theories and concepts to evaluate health care delivery systems and practices; At the conclusion of the program, DNP graduates will be able to:

1. Incorporate theory and knowledge from nursing science with the biophysical, psychosocial, analytical and organizational sciences as the foundation for the highest level of nursing practice;
2. Integrate information technology and an evidence based approach in clinical scholarship to critically evaluate, design, and implement health care services and educational programs for individuals, populations and systems;
3. Develop standards of nursing practice to deliver culturally competent, high quality health services to individuals, populations and systems;
4. Enact leadership, critical thinking and effective communications skills to design, evaluate, and improve the implementation of quality nursing services and educational programs;
5. Analyze the epidemiological, financial, sociopolitical and organizational forces in the health care environment at the systems level, within ethical, legal and humanistic frameworks;
6. Lead interdisciplinary collaboration to facilitate and improve desired health outcomes for individuals, populations and systems; and
7. Create scholarly written communication that informs clinical practice and that leads to systems and organizational change that will improve health care delivery and health outcomes.

### **Program Outline**

To receive a Doctor of Nursing degree, students must earn 36 graduate semester credit hours including Core courses (21 credits), DNP Project courses (4 credits, 60 clinical hours), Practice Immersion courses (8 credit hours, 480 clinical hours), and one elective course (3 credit hours). Courses in the DNP program are eight weeks in length and scheduled for one or two courses concurrently. The DNP Residency courses require on-site hours at instructor-approved practice sites.

Transfer of graduate credits will be evaluated on a case by case basis. Thirty credit hours must be completed through Keiser University. Program requirements are as follows:

#### **DNP Core Courses (21.0 credit hours)**

NUR700	Introduction to Doctor of Nursing Practice & DNP Project	3.0 credit hours
NUR701	Advocacy, Leadership, & Ethics in Advanced Practice	3.0 credit hours
NUR702	Scientific Underpinnings of Evidence-based Practice	3.0 credit hours



NUR703	Epidemiology and Biostatistics in Health Care	3.0 credit hours
NUR704	Organizational Management, Quality, & Safety	3.0 credit hours
NUR705	Information Management in Evidence-based Practice	3.0 credit hours
NUR706	Economics & Business Planning for Advanced Practice	3.0 credit hours

**DNP Project Courses** (4.0 credit hours, 60 clinical hours)

NUR801	DNP Project I: Topic & Literature Review	1.0 credit hours
NUR802	DNP Project II: Methodology & IRB Submission	1.0 credit hours
NUR803	DNP Project III: Implementation (60 clinical hours)	1.0 credit hours
NUR804	DNP Project IV: Evaluation of Outcomes & Dissemination	1.0 credit hours

**Practice Immersion Courses** (8.0 credit hours, 480 clinical hours)

NUR801A	Practice Immersion I (120 clinical hours)	2.0 credit hours
NUR802A	Practice Immersion II (120 clinical hours)	2.0 credit hours
NUR803A	Practice Immersion III (120 clinical hours)	2.0 credit hours
NUR804A	Practice Immersion IV (120 clinical hours)	2.0 credit hours

**Elective Courses** (choice of one 3.0 credit hour course)

NUR711	Adult Teaching and Learning	3.0 credit hours
NUR712	Acute and Emergent Health Problems	3.0 credit hours
NUR713	Health Care Administration	3.0 credit hours

**MASTER OF SCIENCE DEGREES**

**NURSING**

**Program Description**

The Master of Science in Nursing program offers an advanced nurse generalist focus which provides contemporary professional skills and knowledge for leadership in the healthcare system. The program encourages nurses to develop scholarly practice to deliver health care that is caring, holistic, effective, patient-centered, timely, efficient, and equitable. Opportunities are offered for working professionals to concurrently integrate educational principles into direct practice. The program vision is to inspire nurses to develop a lifelong commitment to nursing scholarship and leadership advancing the profession into the future. This program aims to fulfill the recommendations of the American Association of Colleges of Nursing (AACN) guidelines as prescribed in the Essentials of Master's Education in Nursing for professional nursing practice (AACN, 2011).

**Philosophy**

The Keiser University Master of Science in Nursing degree program proposes to develop leaders who strive to advance the profession of nursing, grounded in caring holistically for self, others, and the profession.

**Program Objectives**

Keiser University’s Master of Science in Nursing program enables students to contribute to the nursing profession through independent learning, scholarship, and research. At the conclusion of the program, master’s students will be:

- Critical thinkers who creatively engage in rational inquiry using nursing processes and current research to improve healthcare outcomes
- Caring culturally responsive communicators capable of effectively leading interdisciplinary healthcare teams
- Nursing professionals dedicated towards advancing a culture of professional excellence and achievement through lifelong learning
- Nursing leaders prepared to assume leadership roles in health care systems
- Ethically responsive nursing leaders who advocate to influence policy decisions to improve health care that is effective, timely, efficient, and equitable for all members of society
- Effective collaborators of healthcare committed to improving best practices in health promotion, disease prevention, quality, safety and equality
- Professional written communicators through organizing, thinking critically, and communicating ideas and information in documents and presentations.

**NOTE:** Courses in the MSN program are eight-weeks in length and students are scheduled for one or two courses concurrently. Supplemental course hours will be required for academic synthesis of course content and may include visits to community agencies, professional conferences approved by instructor, work site capstone development, approved volunteer activities, interagency site visits, technological field trips, simulation, preceptor training, leadership activities, professional meetings, and interdepartmental study in current employment system.

**Program Outline**

To receive a Master of Science in Nursing degree the student must earn 33 graduate semester credit hours. Transfer of graduate credits will be evaluated on a case by case basis. Twenty seven program hours must be completed through Keiser University. Program requirements are as follows:

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

NUR501	Leadership and Professional Development in Nursing	3.0 credit hours
NUR 502	Nursing Theory for Practice	3.0 credit hours
NUR 510	Health Promotion and Disease Prevention	3.0 credit hours
NUR 520	Health Systems, Policy, and Resource Management	3.0 credit hours
NUR 530	Quality Improvement and Patient Safety	3.0 credit hours
NUR 540	Human Diversity, Global Health, and Social Issues	3.0 credit hours
NUR 650	Advanced Pathophysiology for Practice	3.0 credit hours
NUR 660	Principles of Pharmacology for Advanced Practice	3.0 credit hours
NUR670	Advanced Health Assessment for Best Practice	3.0 credit hours
NUR680	Research for Evidenced-Based Practice	

	and Outcome Management	3.0 credit hours
NUR 690	Translating Research into Practice: Outcomes Management (Capstone)	3.0 credit hours

*\*See Nursing information for Alabama applicants/students at end of Nursing section.*

## **NURSING, FAMILY NURSE PRACTITIONER**

### **Program Description**

The Master of Science in Nursing, Family Nurse Practitioner (MSN FNP) program at Keiser University emphasizes the acquisition of advanced practice nursing knowledge and advanced practice clinical skills, using a family oriented approach. The curriculum focuses on health promotion, injury and illness prevention and management of acute and chronic illnesses, across the lifespan. Due to the intensity of this program, students are expected to be highly-motivated, self-directed learners who are able to grasp a large amount of complex material. Students will spend a significant amount of time in study and in clinical practice experiences. Graduates are required to take the Family Nurse Practitioner Board Certification Examination in order to be licensed and to work as a Family Nurse Practitioner.

This program is aligned with the American Association of Colleges of Nursing (AACN) guidelines as prescribed in the Essentials of Master's Education in Nursing (AACN 2011) and with the National Organization of Nurse Practitioner Faculties (NONPF) Population Focused Nurse Practitioner Competencies (NONPF 2013).

### **Philosophy**

The Keiser University Master of Science in Nursing, Family Nurse Practitioner program prepares graduates to demonstrate clinical expertise, collaboration, leadership, and superior critical thinking to achieve quality care for patients, families, communities, and health care systems.

### **Program Objectives**

Keiser University's Master of Science in Nursing, Family Nurse Practitioner program prepares students to become:

- Critical thinkers who integrate theory, experiential knowledge and research synthesized into evidence-based advanced nursing practice.
- Nursing professionals dedicated towards integrating advanced nursing knowledge and clinical excellence, within the family nurse practitioner area of specialization.
- Caring, culturally appropriate communicators, exercising comprehensive communication skills in the development and implementation of advanced nursing practice services to individuals and their families across the life span.
- Advanced practice nursing leaders facilitating interdisciplinary collaboration to facilitate desired health outcomes for patients, population and healthcare systems.
- Ethically responsive advanced practice nurses reflecting a moral, legal and humanistic framework of healthcare that is effective, timely, efficient and equitable.
- Effective collaborators of advanced practice healthcare committed to employing healthcare strategies, facilitating the essential components of health care delivery systems and outcomes.
- Professional written communicators through organizing, thinking critically, and communicating ideas and information in documents and presentations.

**NOTE:** Courses in the MSN FNP program are eight-weeks in length and students are scheduled for one or two courses concurrently. Students are required to attend two on-campus residencies at specified

times during the FNP program. In the clinical experiences, students will provide care to patients and families under the supervision of a qualified Keiser University approved preceptor (minimum of 630 clinical hours).

### Program Outline

To receive a MSN FNP degree, students must earn 56 graduate semester credit hours. Transfer of graduate credits will be evaluated on a case by case basis. Fifty program hours must be completed through Keiser University. Program requirements are as follows:

#### Master of Science in Nursing Family Nurse Practitioner Major Core Courses (56 credit hours)

NUR500	Professional Development of the Advanced Practice Nurse	3.0 credit hours
NUR510	Health Promotion and Disease Prevention	3.0 credit hours
NUR520	Health Systems, Policy and Resource Management	3.0 credit hours
NUR530	Quality Improvement and Patient Safety	3.0 credit hours
NUR 540	Human Diversity, Global Health, and Social Issues	3.0 credit hours
NUR602	Primary Health Care of the Family I	3.0 credit hours
NUR602A	Primary Health Care of the Family I Practicum	2.0 credit hours
NUR603	Primary Health Care of the Family II	3.0 credit hours
NUR603A	Primary Health Care of the Family II Practicum	2.0 credit hours
NUR604	Primary Health Care of the Family III	3.0 credit hours
NUR604A	Primary Health Care of the Family III Practicum	
NUR605	Primary Health Care of the Family IV	3.0 credit hours
NUR605A	Primary Health Care of the Family IV Practicum	2.0 credit hours
NUR 650	Advanced Pathophysiology for Practice	3.0 credit hours
NUR 660	Principles of Pharmacology for Advanced Practice	3.0 credit hours
NUR661	Principles of Pharmacology for Advanced Practice II	3.0 credit hours
NUR670	Advanced Health Assessment for Best Practice	3.0 credit hours
NUR671	Advanced Health Assessment and Diagnostic Reasoning	3.0 credit hours
NUR691	Family Nurse Practitioner Integration	3.0 credit hours
NUR691A	Family Nurse Practitioner Integration Practicum	3.0 credit hours

**Applicants from outside the state of Florida:** All applicants from outside of the state of Florida must verify that their home state will allow them to perform clinical rotations for training within that state.

**\*Nursing Information for Alabama applicants/students:** State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall

meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter the practice. [www.abn.alabama.gov](http://www.abn.alabama.gov)



## **NUTRITION**

### **Program Description**

The Master of Science in Nutrition program offers an advanced preparation for professional practice. The focus of the program builds on the foundation knowledge of healthcare, specifically concepts related to dietetics and nutrition. The program encourages practitioners to develop scholarly practice whether in clinical, community or leadership in dietetics, delivering the most current patient-centered caring environment possible. The program will provide the student the skills needed to practice in an ever-changing healthcare market and strive to inspire interest in life-long learning as well as a commitment to advance the practice of dietetics and nutrition.

### **Program Purpose and Mission**

The Master of Science in Nutrition is designed to develop patient-centered dietetic and nutrition professionals who are leaders in practice and research, as well as in promoting health and wellness.

### **Program Objectives**

Keiser University Master of Science in Nutrition is a practice based course of study enabling students to advance skills in leadership, scholarly learning and professional practice in the field of nutrition. The master student at the conclusion of the program will be able to:

- Enhancing the practitioner’s knowledge and skill in order to establish the dietitian as a nutrition specialist within the organization and in the community.
- Advance core knowledge and skill application in professional practice
- Apply the highest standard of quality care as the nutrition expert as part of an interdisciplinary healthcare team
- Develop effective leadership skills for entrepreneurial and marketing of dietetic practice
- Practice cultural awareness in responding to the challenges within professional practice and interdisciplinary team management
- Evaluate current and future trends in the areas of dietetics for disease prevention, health promotion, management practices and safety guidelines
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

## Program Outline

To receive a Master of Science in Nutrition degree, students must earn 42 graduate semester credit hours. Thirty-six credit hours must be completed at Keiser University. Graduate transfer credits will be evaluated on a case by case basis. Courses in the MS Nutrition program are eight-weeks in length and students are scheduled for one or two courses concurrently.

### Master of Science in Nutrition Core Courses (36.0 credit hours required courses)

HUN 501	Trends in Therapeutic Nutrition (program pre-requisite)	3.0 credit hours
HUN 502	Special Topics in Nutrition: Gerontology/Pediatrics	3.0 credit hours
HUN 519	International Nutrition	3.0 credit hours
HUN 561	Food, Nutrition and Communication	3.0 credit hours
HUN 624	Sports Nutrition	3.0 credit hours
HUN 652	Public Health Nutrition	3.0 credit hours
HUN 656	Research Methods in Nutrition (Capstone I)	3.0 credit hours
HUN 693	Graduate Seminar in Nutrition (Capstone 2)	3.0 credit hours
HSM 691	Quality Management in Healthcare	3.0 credit hours
HSM 692	Strategic Management of Health Services Organizations	3.0 credit hours
MAN 671	Leadership Development	3.0 credit hours
RSM 602	Quantitative Research	3.0 credit hours

### Electives (6.0 credit hours)

(Students may take any two of the electives listed below)

PSY 532	Health Psychology	3.0 credit hours
PSY 521	Organizational Psychology	3.0 credit hours
EDU 580	Issues and Trends in Health Care Education Programs	3.0 credit hours
MAN 673	Organizational Change	3.0 credit hours
MAN 672	Human Resources Management	3.0 credit hours



## OCCUPATIONAL THERAPY BRIDGE PROGRAM

### Program Description:

The Master of Science in Occupational Therapy (MSOT) Bridge Program at Keiser University is designed to educate health care providers with COTA credentials to build upon their existing professional experience. In the course of completing the MSOT graduate degree, students in the program will develop managerial, program assessment, and client evaluation skills while expanding their leadership roles in the field of occupational therapy.

Keiser University's Master of Science degree in Occupational Therapy will include instructional delivery methods that are both campus-based and hybrid. The program integrates didactic, face-to-face, and clinical experiences to prepare students to achieve success on the National Board of Certification in Occupational Therapy (NBCOT®) exam, and to function as a generalist occupational therapist within the profession.

## **MSOT PROGRAM OBJECTIVES**

Keiser University's MSOT program enables students to:

- Articulate and apply occupational therapy theory, client-centered evaluation, and OT practice-related evidence to achieve expected outcomes as related to occupations.
- Articulate occupational therapy theory, analyze practice-related evidence and apply the subsequent evaluation strategies for effective planning of OT services and treatment implementation.
- Apply occupational therapy theory and evidence-based research to inform practice.
- Develop and modify intervention plans based on assessment of the client, client priorities, client discharge needs, environmental factors, and expected outcomes.
- Demonstrate entry-level clinical competence through a combination of academic and fieldwork education culminating in meeting established professional criteria.
- Demonstrate the ability to effectively utilize available resources and create/generate new resources to meet the needs of OT clients and populations.
- Demonstrate professional behaviors and leadership abilities reflective of an ethical, competent health care professional within the occupational therapy profession.
- Engage in scholarly endeavors to describe the scope of the profession.
- Demonstrate effective interdisciplinary collaboration skills in order to maximize OT clients' and populations' functional outcomes.
- Engage in scholarly endeavors to interpret and apply evidence-based practice data to OT practice.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

**The prerequisites for major courses are as follows (earned credits from an OTA program are acceptable):**

- Human Anatomy and Physiology I with lab (4 credit hours)
- Human Anatomy and Physiology II with lab (4 credit hours)
- Statistics (3 credit hours)
- College Algebra (3 credit hours)
- English Composition I (3 credit hours)
- English Composition II (3 credit hours)
- Introduction to Psychology (3 credit hours)
- Abnormal Psychology (3 credit hours)
- Life Span Development (3 credit hours)

Candidates must achieve a minimum 3.0 GPA (on a 4.0 scale) with no grade less than C for all pre-requisite/co-requisite courses. Any pre-requisite courses taken prior to admission to the MSOT program must have been completed at a regionally accredited college or university. Candidates without all

prerequisites will be allowed to take up to four (4) courses as co-requisites during their first semester in the MSOT program.

Note: Students who enter the Master of Science in Occupational Therapy program must have computer access with internet capabilities. Basic computer skills (Word, PowerPoint, and e-mail) are required.

### **Program Outline:**

To receive a Master of Science degree in Occupational Therapy, students must earn 171.0 program-specific semester credit hours, inclusive of: Pre-requisite/Co-requisite courses, Associate of Science in Occupational Therapy Assistant degree courses (84 semester credit hours), upper-division undergraduate courses, and graduate courses.

### **Master of Science in Occupational Therapy Upper Division Undergraduate Core Courses (24 credit hours)**

OTH3000	Foundations of Occupational Therapy	4.0 credit hours
OTH3036	Occupational Perspective on Health	4.0 credit hours
OTH4517	Health Care Management	4.0 credit hours
OTH4758	Life Balance: Multidisciplinary Theories & Research	4.0 credit hours
OTH4716	Leadership in Occupational Therapy	4.0 credit hours
OTH4759	Evidence-based Approaches in Occupational Therapy	4.0 credit hours

*Upon completion of the above requirements, inclusive of pre-requisites and equivalent to 120.0 semester credit hours, a Bachelor of Science degree in Occupational Health will be awarded.*

### **Master of Science in Occupational Therapy Graduate Core Courses (51 credit hours)**

OTH5243	Functional Human Motion	4.0 credit hours
OTH5445	Assistive Technology in Occupational Therapy	3.0 credit hours
OTH5245	Neuroanatomy for Occupational Therapy	4.0 credit hours
OTH5352	Occupational Therapy Process: Mental Health	4.0 credit hours
OTH5428	Occupational Therapy Process: Physical Disabilities	4.0 credit hours
OTH5854	Field Work Level I, part 2 (Adults)	3.0 credit hours
OTH5604	Occupational Therapy Process: Geriatric	4.0 credit hours
OTH5519	Occupational Therapy Process: Pediatric	4.0 credit hours
OTH5853	Field Work Level I, part 1 (Pediatric/Adolescent)	3.0 credit hours
OTH6770	Applied Research in Occupational Therapy	2.0 credit hours
OTH6937	Fieldwork Seminar I	2.0 credit hours
OTH6941	Fieldwork Level II, part I	6.0 credit hours
OTH6938	Fieldwork Seminar II	2.0 credit hours
OTH6942	Fieldwork Level II, part II	6.0 credit hours

NOTE: The MSOT program 16-week semesters are each comprised of two eight-week terms, exclusive of fieldwork semesters. Students are scheduled for two courses concurrently, except for the first semester. In the first semester students will take one (1) MSOT course and up to two (2) co-requisite courses per eight-week term.

The on-line component of each course is asynchronous in nature; however, students are required to attend scheduled practical laboratories on-campus approximately one (1) weekend per month (Fridays and Saturdays).



**Fieldwork Experiences:**

In semesters III and IV, in conjunction with their academic coursework students will complete a variety of part-time Level I fieldwork assignments with adult/pediatric/mental health experiences.

Semesters V and VI are 16-week semesters. In semesters V and VI, students will complete two (2) 12-week full time clinical Level II rotations in addition to a required four (4) week fieldwork seminar in each of those semesters. During this time students have the opportunity to put into practice what they have learned in their coursework and Level I fieldwork experiences. Students must complete a minimum of 55 hours of clinical experience per credit-hour (at least 330 hours for each Level II fieldwork rotation). The actual number of clinical hours will depend on individual clinical site requirements.

**Student Review and Retention**

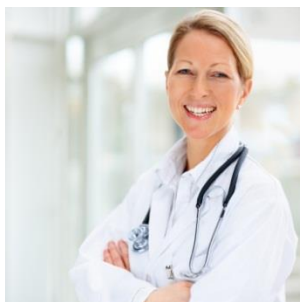
The MSOT program faculty conducts continuous reviews of students to assess progress throughout the program. Students are evaluated on their appropriateness for Master's level occupational therapy practice, including consideration of the student's academic performance, professional development, and personal development. Students failing to demonstrate personal, professional, and/or ethical behaviors that relate to the ability to function as a Master's level occupational therapist may be denied continuance in the program. Students are responsible for being familiar with and following all requirements and policies as stated in this catalog, in the MSOT graduate student handbook, and in the MSOT fieldwork handbook.

**Certification and Licensure**

The MSOT Program was developed to be in line with national standards for NBCOT® certification and state licensure. All states require occupational therapists to go through a licensing process; however, the specific rules and regulations vary by state.

In general, the following are required to obtain licensure as an occupational therapist: a Master Degree in Occupational Therapy including approved coursework and supervised fieldwork experiences, and passing scores on the NBCOT® examination.

The program prepares students for, but does not guarantee, licensure as a professional occupational therapist. Students are strongly encouraged to contact their state licensing board to determine the requirements needed in the state in which they are seeking licensure.

***PHYSICIAN ASSISTANT*****Program Description**

Keiser University's Master of Science degree in Physician Assistant is an intense study of patient care theory, science and practice. It combines didactic studies with clinical and laboratory studies and experience.

The first year is an intense study of basic sciences and clinically related didactic course work. The clinical year provides students with experience in emergency medicine, surgery, obstetrics and

gynecology, pediatrics, psychiatry, family medicine, internal medicine, and two electives. Learner-centered activities will be used and include: independent and collaborative learning, experiential applications, case study analysis and problem-based instruction through simulations and model-based applications. Graduates are required to sit for the Physician Assistant National Certification Examination (PANCE) and are eligible, upon successful completion of the PANCE, to be licensed and practice medicine under the supervision of a physician.

### **Program Objectives**

Keiser University's MSPA program established intended student learning objectives to specifically align with the NCCPA core competencies. Upon completion of this program, students are able to:

- Demonstrate a high level of standard in patient care
- Effectively demonstrate core knowledge and application in their daily practice
- Demonstrate analytic and investigatory thinking in clinical situations
- Demonstrate a medical knowledge of pathophysiology, patient management, surgical principles, health promotion and disease prevention
- Effectively demonstrate interpersonal and communication skills that result in effective information exchange with patients, their families and professional colleagues
- Provide age-appropriate assessment, evaluation and treatment plans
- Demonstrate a high level of legal and ethical responsibility to a diverse patient populations
- Evaluate, assess and improve patient care practices
- Demonstrate an awareness and accountability for providing optimal patient care
- Effectively demonstrate an awareness of legal and legislative issues involving professional liability, reimbursement and professional behavior
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### **Pre-requisites for Major Courses**

- Baccalaureate degree from a regionally accredited institution or equivalent.
- General Biology or Zoology with on-campus lab (4 semester hours), Human Anatomy and Physiology including on-campus lab (8 semester hours), Microbiology including on-campus lab (4 semester hours), Genetics (3 semester hours), General Chemistry including on-campus lab (8 semester hours), Biochemistry or Organic Chemistry (3 semester hours), College Math or higher (3 semester hours), English, with minimum of one class of English composition (6 semester hours), Humanities (3 semester hours), Social Sciences (3 semester hours), Behavioral Science (6 semester hours), Medical Terminology.

The Master of Science in Physician Assistant is designed to meet the needs of students with regionally accredited baccalaureate degrees and appropriate required pre-requisites. Students will come from a health care background seeking positions as members of a health care team practicing medicine under the supervision of a physician in a variety of settings.

**NOTE:** Courses in the MSPA program last from one week to one semester. Students can expect to attend classes Monday through Friday with some evening and weekend classes, taking multiple

classes concurrently. Clinical experiences are a minimum of 40 hours per week and scheduled at the direction of the clinical site. All students in this program attend on a full time basis.

### Program Outline

To receive a Master of Science in Physician Assistant degree, students must earn 127.5 graduate semester credit hours. The first year includes 78.5 semester credit hours of didactic and laboratory instruction. The second year includes 49 semester credit hours consisting of 45 semester credit hours of clinical rotations and 4 semester credit hours of coursework that includes a Certification Examination Review, and Summative Evaluation.

No elective courses are offered in this program, although two clinical rotation electives are required. All program didactic and clinical hours must be completed through Keiser University. Program requirements are as follows:

### Master of Science in Physician Assistant Major Core Courses (127.5 credit hours)

#### First Year-Didactic and Laboratory (78.5 credit hours)\*

MPA500	Introduction to the Physician Assistant Profession	1.0 credit hour
MPA502	Fundamentals of Diagnostic Methods	3.0 credit hours
MPA510	Physical Diagnosis I	3.0 credit hours
MPA511	Human Physiology	4.0 credit hours
MPA512	Clinical Pathophysiology	3.0 credit hours
MPA513	Human Anatomy	5.0 credit hours
MPA514	Applied Learning Experience	1.0 credit hour
MPA515	Healthcare Research I	1.0 credit hour
MPA516	Healthcare Research II	1.0 credit hour
MPA517	Healthcare Research III	1.0 credit hour
MPA520	Physical Diagnosis II	3.0 credit hours
MPA521	Microbiology	3.0 credit hours
MPA522	Ethical and Legal Medicine	3.0 credit hours
MPA523	Clinical Pharmacology	2.0 credit hours
MPA524	Fundamentals of Clinical Medicine and Surgery I	5.0 credit hours
MPA525	Clinical Laboratory Medicine I	1.0 credit hour
MPA526	Psychosocial Issues in Healthcare	2.0 credit hours
MPA530	Physical Diagnosis III	3.0 credit hours
MPA531	Principles of Electrocardiography	2.0 credit hours
MPA532	Clinical and Surgical Procedures	2.5 credit hours
MPA533	Pharmacotherapeutics I	4.0 credit hours
MPA534	Fundamentals of Clinical Medicine and Surgery II	6.0 credit hours
MPA535	Clinical Laboratory Medicine II	2.0 credit hours
MPA536	Health Promotion and Disease Prevention	2.0 credit hours
MPA540	Clinical Psychiatry	3.0 credit hours
MPA543	Pharmacotherapeutics II	3.0 credit hours
MPA544	Fundamentals of Clinical Medicine and Surgery III	8.0 credit hours
MPA692	Clinical Transition	1.0 credit hour

\*Additionally, student must complete a Keiser University program in BLS, ALS, and PALS

**Second Year-Clinical and Didactic (49.0 credit hours)**

MPA600	Prenatal/Gynecology CR	5.0 credit hours
MPA610	Internal Medicine CR	5.0 credit hours
MPA620	Surgery CR	5.0 credit hours
MPA630	Emergency Medicine CR	5.0 credit hours
MPA640	Pediatrics CR	5.0 credit hours
MPA650	Family Medicine CR	5.0 credit hours
MBA660	Psychiatry CR	5.0 credit hours
MPA670	Elective 1 CR	5.0 credit hours
MPA680	Elective 2 CR	5.0 credit hours
MPA691	Certification Examination Review	2.0 credit hours
MPA695	Summative Evaluation	2.0 credit hours

**SCHOOL OF SOCIAL SCIENCES**



**PSYCHOLOGY**

**DOCTOR OF PHILOSOPHY DEGREES**

**COUNSELOR EDUCATION AND SUPERVISION**

**Program Description**

The Doctoral Program in Counselor Education and Supervision has been developed to challenge counselors with rigorous coursework and meaningful experiential activities. Graduates of our program will have the potential to assume leadership positions in the counseling field and be equipped to model the highest ideals and ethics of our profession. Graduates will be prepared to teach, train, and supervise counselors to the highest standards in the counseling field

**Program Objectives**

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

1. Students will be able to explain and employ the principles, concepts, skills and applications of advanced counseling, counselor education, and counselor supervision. This

will be accomplished through faculty mentoring, coursework, practica, internship, and independent and dissertation research in the following areas:

- a. Theories pertaining to the principles and practices of counseling and counselor supervision
  - b. Instructional theory and methods relevant to counselor education
  - c. Multicultural issues and competencies, including social change theory and advocacy action planning
  - d. Design, implementation, and analysis of quantitative research
  - e. Models and methods of assessment and use of data
  - f. Ethical and legal considerations in counselor education and supervision
2. Students will demonstrate a sense of multicultural awareness that will result in culturally appropriate practices in all areas of counseling, education and supervision and application of this awareness in diverse world-wide contexts.
  3. Students will 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.
  4. Students will demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

### **Pre-requisites for Major Courses**

Students may enter the Ph.D. in Counselor Education and Supervision with a CACREP-accredited master's degree in counseling or an equivalent program in counseling that leads to licensure, from a regionally accredited institution. Students missing CACREP entry-level requirements may be required to take additional coursework as a pre-requisite to admission or concurrently during the first year in the program.

**NOTE:** Courses in the Ph.D. 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 Counselor Education and Supervision, students must earn 60 graduate semester credit hours. Fifty-four of the program hours must be completed through Keiser University. Program requirements are as follows:

**Doctor of Philosophy in Counselor Education and Supervision Major Core Courses** (60.0 credit hours)

### **Ph.D. in Counselor Education and Supervision Ph.D. Courses (24.0 credit hours)**

CES701	Professional Orientation and Ethics (on-ground component)	3.0 credit hours
PSY780	Educational Psychology	3.0 credit hours
CES841	Advanced Counseling Theories (on-ground component)	3.0 credit hours

CES842	Counseling Supervision (on-ground component)	3.0 credit hours
CES843	Multicultural Counseling and Advocacy (on-ground component)	3.0 credit hours
CES844	Leadership, Consultation, and Program Evaluation (on-ground component)	3.0 credit hours
CES845	Instructional Methods in Counselor Education (on-ground component)	3.0 credit hours
RSM815	Psychometrics	3.0 credit hours

CES701 is the first course taken and is a co-requisite for other courses.

#### **Research Courses (15.0 credit hours)**

RSM702	Research Design and Qualitative Methods	3.0 credit hours
RSM701	Quantitative Research I	3.0 credit hours
RSM801	Quantitative Research II	3.0 credit hours
RSM802	Research Theory, Design, and Methods	3.0 credit hours
CES850	Advanced Research: Pre-Proposal and Literature Review	3.0 credit hours

CES850 is scheduled as the last course.

#### **Practicum and Internship Courses (9.0 credit hours)**

Students must complete two CES860 courses.

CES860	Practicum	1.5 credit hours
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Students must complete four CES861 courses.

CES861	Internship	1.5 credit hours
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#### **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
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### ***INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY***

#### **Program Description**

The Doctor of Philosophy in Industrial and Organizational Psychology is a research based program focused on career advancement in teaching and consulting the principles of industrial and organizational psychology. The program prepares students for careers as active contributors and leaders in advancing the effectiveness and well-being of people within organizations. The program culminates in a dissertation, which builds the foundation for theoretically grounded research and development of knowledge in the study and application of organizational psychology. Graduates pursue careers as leaders in research, business, or university settings.

**Note:** *This program complies with the guidelines set out by the American Psychological Association's Division 14, the Society for Industrial and Organizational Psychology.*

#### **Program Objectives**

Keiser University's Doctor of Philosophy in Industrial and Organizational 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 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.
- 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.
- Develop an advanced understanding of Industrial/Organizational Psychology as a science and method for applying psychology to the practical problems faced by people at work in a variety of organizations
- Prepare graduates whose research, teaching, and applied work is primarily informed by current scientific theory, research, and methods.
- Develop and publicize new knowledge in the field of Industrial/Organizational Psychology through dissertation work.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

#### **Pre-requisites for Major Courses**

- Path One: Students may enter the Ph.D. in Industrial and Organizational Psychology with a Master's degree from an accredited institution
- Path Two: Students may enter the Ph.D. in Industrial and Organizational Psychology with a Baccalaureate degree in psychology or related behavioral science from an accredited institution and a minimum undergraduate GPA of 3.0. 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 Industrial and Organizational 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 21 graduate semester credit hours and complete a thesis to receive their Master's degree while enrolled in the Ph.D. in Industrial/Organizational Psychology. Fifty-four of the program hours (for students entering with a Master's degree) must be completed through Keiser University. Seventy-five 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 Industrial and Organizational Psychology Core Courses (60.0 – 78.0 credit hours)**

**Pre-requisite 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 (Pre-requisite: PSY701, RSM700, RSM702)	3.0 credit hours
PSY699	Master's Thesis, Part II	3.0 credit hours

(Pre-requisite: PSY502, PSY532, PSY542, PSY562, PSY730, PSY760, PSY770, PSY690). PSY699 is taken after 33 graduate semester hours have been completed, and must be taken alone.

**Foundation Courses** (15.0 credit hours)

PSY701	Research, Ethics, and Scholarly Writing	3.0 credit hours
PSY710	Cognitive & Affective Basis of Behavior	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** (15.0 credit hours)

RSM701	Quantitative Research I (Pre-requisite RSM702)	3.0 credit hours
RSM702	Research Design and Qualitative Methods	3.0 credit hours
RSM801	Quantitative Research II (Pre-requisite RSM701)	3.0 credit hours
RSM802	Advanced Research Theory, Design, and Methods (Pre-requisite: RSM702)	3.0 credit hours
RSM821	Advanced Research: Pre-Proposal and Literature Review (Pre-requisite RSM701, RSM801 and RSM802)	3.0 credit hours

RSM821 is scheduled as the last course and is not scheduled with any other course.

**Ph.D. in Industrial and Organizational Psychology Core Courses**

(15.0 credit hours)

MKT854	Consumer Behavior Theory and Practice	3.0 credit hours
PSY820	Organizational Psychology	3.0 credit hours
PSY821	Personnel Psychology	3.0 credit hours
PSY822	Interventions in Social Systems	3.0 credit hours
PSY823	Organizational Applications	3.0 credit hours
PSY824	Testing and Assessment in Organizations	3.0 credit hours

**Dissertation Courses** (12.0 credit hours)

Students must complete eight DSS900 courses.

DSS900	Dissertation	1.5 credit hours
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**Residency Requirement**

Doctoral students must complete two residencies, one in the first year of the program; the second prior to DSS900.

DOPR Doctor of Philosophy Residency





## *PSYCHOLOGY*

### **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 principles and theories to include motivation, learning, emotion, and behavior.
- Appreciate diversity in individuals and the global community, demonstrated through using socio-cultural appropriate methodology in evaluating 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.
- Demonstrate Professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

### **Pre-requisites 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 in psychology or related behavioral science from an accredited institution and a minimum

undergraduate GPA of 3.0. 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)**

#### **Pre-requisite 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 (Pre-requisites: PSY502, PSY532, PSY542, PSY562, PSY730, PSY760, PSY701, PSY770, RSM701, RSM702)	3.0 credit hours
PSY699	Master's Thesis, Part II (Pre-requisite: PSY690).	3.0 credit hours

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

#### **Foundation Courses (27.0 credit hours)**

PSY701	Research, Ethics, and Scholarly Writing (Program pre-requisite 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
PSY780	Educational Psychology	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours

#### **Research Courses (18.0 credit hours)**

RSM701	Quantitative Research I	3.0 credit hours
RSM702	Research Design and Qualitative Methods	3.0 credit hours
RSM801	Quantitative Research II (Pre-requisite RSM701)	3.0 credit hours
RSM802	Advanced Research Theory, Design, and	

	Methods (Pre-requisite: RSM702)	3.0 credit hours
RSM815	Psychometrics (Pre-requisites PSY770, RSM701)	3.0 credit hours
RSM821	Advanced Research: Pre-Proposal and Literature Review (Pre-requisite RSM701, RSM801 and RSM802)	3.0 credit hours

RSM821 is scheduled as the last course and is not scheduled with any other course.

**Elective Courses** (In addition to above courses, students must also complete one of the following courses)

EPY816	Advanced Seminar in Teaching Psychology (Pre-requisite: PSY780)	3.0 credit hours
RSM816	Advanced Seminar in Program Evaluation (Pre-requisites: PSY770, RSM 701)	3.0 credit hours

**Dissertation Courses** (12.0 credit hours)

Students must complete eight DSS900 courses.

DSS900	Dissertation	1.5 credit hours
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**Residency Requirement**

Doctoral students must complete two residencies: one in the first year of the program, the second prior to DSS900.

DOPR Doctor of Philosophy Residency

DOPR2 Doctor of Philosophy Residency Two

**MASTER OF SCIENCE DEGREES**



*CLINICAL MENTAL HEALTH COUNSELING*

**Program Description**

The Master of Science in Clinical Mental Health Counseling is designed to provide students with comprehensive preparation for professional practice as a counselor through rigorous coursework and carefully supervised practical experiences in field settings. The program integrates mental health counseling theories and approaches, principles and practices of diagnosis, evidence-based treatments, and strategies for referral, prevention, and advocacy to meet the needs of diverse clients. Graduates will be prepared to assume a variety of positions in the counseling field and be equipped to model the highest standards and ethics of the profession.

### **Program Objectives**

The Clinical Mental Health Counseling program enables students to contribute to the profession through independent learning, scholarship, and research. Upon completion of this program, student's will:

1. Understand the role, function, and professional identity of counselors, understand professional issues unique to mental health counseling, and promote the growth and development of the field of professional counseling.
2. Acquire an understanding of and adhere to the ethical and legal considerations and the principles and professional values related specifically to the practice of clinical mental health counseling.
3. Be able to articulate an informed comprehension of a variety of theoretical perspectives on human behavior as well as articulate their personal rationale for and approach to counseling.
4. Develop self-awareness, knowledge, and skills related to issues of diversity and multiculturalism to serve more effectively a broad spectrum of individuals, families, and communities, including demonstrating effective strategies for client advocacy and matters of equity and accessibility.
5. Demonstrate knowledge and application of appropriate individual, family, group, and systems modalities for counseling, including the use of prevention, crisis intervention strategies, career/occupational counseling, and encouragement of self-help.
6. Develop knowledge and application of principles and models of biopsychosocial assessment, case conceptualization, theories of human development and concepts of psychopathology leading to diagnoses and appropriate counseling plans.

### **Program Outline**

To receive a Master of Science in Clinical Mental Health Counseling, students must earn 60 graduate semester credit hours. Fifty-four of the program hours must be completed through Keiser University. Program requirements are as follows:

#### **Master of Science in Clinical Mental Health Counseling Major Courses (60.0 credit hours)**

##### **Core Counseling Courses (36.0 credit hours)**

MHC501	Foundations of Counseling	3.0 credit hours
MHC505	Counseling across the Lifespan	3.0 credit hours
MHC510	Counseling Skills and Techniques	3.0 credit hours
MHC515	Counseling Theories and Practice	3.0 credit hours
MHC520	Ethical and Legal Issues in Counseling	3.0 credit hours
MHC525	Group Theories and Practice	3.0 credit hours
MHC530	Career Counseling	3.0 credit hours
MHC535	Counseling Advocacy with Diverse Populations	3.0 credit hours
MHC540	Crisis Counseling	3.0 credit hours
MHC545	Counseling Intervention and Treatment Planning	3.0 credit hours

MHC550	Assessment in Counseling	3.0 credit hours
RSM610	Research and Program Evaluation	3.0 credit hours

MHC501 is taken in the first semester of the program. Students must successfully complete all core courses prior to enrolling in MHC660.

**Specialization Courses (15.0 credit hours)**

MHC555	Psychopathology and Diagnosis	3.0 credit hours
MHC560	Counseling in Community Settings	3.0 credit hours
MHC565	Couples and Family Counseling	3.0 credit hours
MHC570	Foundations of Addiction and Addictive Behavior	3.0 credit hours
MHC575	Counseling and Sexuality	3.0 credit hours

**Clinical Experiences (9.0 credit hours)**

MHC660	Practicum in Counseling	3.0 credit hours
MHC661	Internship in Counseling	3.0 credit hours

Students take two MHC661 courses after completion of MHC660. MHC661 is taken in the final two semesters of the program.

**NOTE:** Courses in the program are 16-weeks in length. Most courses are asynchronous in nature, however some courses may require students to participate in activities at set times (e.g., group supervision).

**Hybrid Courses**

The M.S. in Clinical Mental Health Counseling requires four hybrid courses (i.e., MHC520, MHC525, MHC530, MHC660) where students will receive on-campus instruction during an intensive weekend. Students will focus on skill development in individual and group counseling, applying knowledge gained in coursework. Students will receive individual interaction, direction, and feedback from faculty members, opportunities to share experiences and insights with peers, and preparation for clinical work in practicum and internship settings.

Attendance of the intensive weekend portion of hybrid courses is required and part of the course grade. Hybrid courses are offered at specific times during the program. When following a typical student program plan, students will come to campus once per semester during the first year of the program and again while completing the practicum experience.

**Clinical Experiences**

Toward the end of the program, students will complete clinical experiences, referred to as practicum and internship. During this time, students have the opportunity to put into practice what they have learned in their coursework. Students will practice foundational counseling skills and gradually integrate more advanced skills, while receiving individual and group supervision.

Students will be responsible for selecting an appropriate site that can provide the types of activities, clients, and clinical supervision required. Students should consult with their academic advisor and the program handbook for details regarding their required experiences and supervisor qualifications.

Students are required to obtain a minimum of 100 hours of practicum experience and 600 internship hours. In some states, including Florida, students who do not graduate from a CACREP-accredited program may be required to obtain a greater number of practicum/internship hours to fulfill licensure requirements. Students are encouraged to obtain a minimum of 1000 hours of clinical experience (of which 40% should be face-to-face client contact hours) to meet various state requirements.

### **Student Review and Retention**

The program faculty conducts continuous reviews of students to assess progress throughout the program. Students are evaluated on appropriateness for the field of counseling, including consideration of the student's academic performance, professional development, and personal development. Students failing to demonstrate personal, professional, and/or ethical behaviors that relate to the ability to function as a counselor may be denied continuance in the program. Students are responsible for being familiar with and following all retention requirements and policies as stated in this catalog and in the counseling graduate student handbook.

### **Licensure in Counseling**

The M.S. in Clinical Mental Health Counseling was developed to be in line with national standards for licensure. All states require professional counselors to go through a licensing process; however, the specific rules and regulations vary by state. The program may not meet the specific licensure requirements in all states.

In general, the following are required to obtain licensure as a professional counselor: a master's degree in counseling, including state-specific coursework and supervised clinical experience; passing scores on one or more national and state-specific examinations; supervised post-master's clinical work; and, demonstration of appropriate fitness to practice counseling.

The program prepares students for, but does not guarantee, licensure as a professional counselor. Students are strongly encouraged to contact their state licensing board to determine the requirements needed in the state in which they are seeking licensure prior to beginning any counseling program. For example, some states may have restrictions related to online counseling programs. It is the responsibility of the student to verify the necessary requirements and plan to meet those requirements, if any.



## ***ORGANIZATIONAL PSYCHOLOGY***

### **Program Description**

The Master of Science in Organizational Psychology degree emphasizes behavior of individuals in businesses and organizations to determine how to improve performance and productivity for that organization. Graduates of the program apply cutting edge research and theory using quantitative skills at work every day. They factor human behavior into the successful business equation by motivating productivity, building resilient leadership, supporting diverse cultures, and managing organizational change

### Program Objectives

Keiser University’s Master of Science in Organizational 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 organizational psychological principals and theories to include and human resources, leadership development, organizational behavior, 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.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### Pre-requisites 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 Organizational Psychology degree, students must complete 36 graduate semester credit hours. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

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

MAN671	Leadership Development	3.0 credit hours
MAN672	Human Resources Management	3.0 credit hours
MAN673	Organizational Change	3.0 credit hours
PSY501	Psychology of Decision Making	3.0 credit hours
	(Program pre-requisite course-taken alone)	
PSY502	History and Systems of Psychology	3.0 credit hours
PSY521	Organizational Psychology	3.0 credit hours
PSY522	Human Resources Psychology	3.0 credit hours
PSY570	Tests and Measurements	3.0 credit hours
PSY690	Master’s Thesis, Part I	3.0 credit hours
	(Pre-requisite: PSY501, RSM600, RSM602)	
PSY699	Master’s Thesis, Part II	3.0 credit hours
	(Pre-requisite: PSY690)	
RSM600	Quantitative Research	3.0 credit hours
RSM602	Research Design / Thesis Proposal	3.0 credit hours

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



## PSYCHOLOGY

### **Program Description**

The Master of Science in Psychology degree is a research based program focused on career advancement in teaching, consulting, or administration. 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, health psychology, human resource psychology, organizational 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.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### **Pre-requisites 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. 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)**



PSY501	Scholarly Writing (Program pre-requisite course-taken alone)	3.0 credit hours
PSY502	History and Systems of Psychology	3.0 credit hours
PSY521	Organizational Psychology	3.0 credit hours
PSY522	Human Resources 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
PSY570	Tests and Measurements	3.0 credit hours
PSY690	Master's Thesis, Part I (Pre-requisites: PSY501, PSY502, PSY521, PSY522, PSY532, PSY542, PSY562, PSY570, RSM600, RSM602)	3.0 credit hours
PSY699	Master's Thesis, Part II (Pre-requisite: PSY690)	3.0 credit hours
RSM600	Quantitative Research	3.0 credit hours
RSM602	Research Design / Thesis Proposal	3.0 credit hours

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

## *PUBLIC SAFETY*



## MASTER OF ARTS DEGREES

### *CRIMINAL JUSTICE*

#### **Program Description**

Keiser University's Master of Arts degree in Criminal Justice provides an intensive study of theory and practice in the field of criminal justice. The program fosters independent learning and enables students to contribute intellectually to the corrections, law enforcement and administration of justice professions.

Students learn to manage components of the criminal justice system through course work in areas such as correctional systems, law enforcement, court systems, criminal justice and criminology theory, juvenile justice, gender, race, and crime, professionalism and ethics, criminal justice research, and management and leadership in criminal justice. Graduates demonstrate a conceptual understanding of advanced criminal justice systems and critically analyze and solve problems based on applied research methods.

## Program Objectives

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

- Evaluate an agency's ability to meet the safety needs of a community including corrections, law enforcement and administration of justice
- Evaluate, research and critically analyze gaps or deficiencies in criminal justice services
- Effectively and ethically lead and manage criminal justice, community services, and human/social services professionals in both public and private sectors
- Evaluate contemporary criminal justice systems and their policies and practices
- Evaluate the psychological basis, nature and causes of crime: typologies and offenders
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

## Pre-requisites for Major Courses

- Baccalaureate degree from an accredited institution. Students complete their capstone course in their last semester of enrollment. No elective courses are offered in this program.

**NOTE:** Courses in the MACJ program are eight-weeks in length.

## Program Outline

To receive a Master of Arts in Criminal Justice degree, students must earn 36 graduate semester credit hours. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

### Master of Arts in Criminal Justice Major Core Courses (36.0 credit hours)

MACJ501	Seminar in Criminal Justice (taken in first semester)	3.0 credit hours
MACJ511	Seminar in Law Enforcement	3.0 credit hours
MACJ512	Seminar in Court Systems	3.0 credit hours
MACJ513	Seminar in Correctional Systems	3.0 credit hours
MACJ514	Theory in Criminology and Criminal Justice	3.0 credit hours
MACJ530	Management and Administration of CJ	3.0 credit hours
MACJ540	Professionalism and Ethics in CJ	3.0 credit hours
MACJ550	Juvenile Justice	3.0 credit hours
MACJ560	Gender, Race and Crime	3.0 credit hours
MACJ590	Research Methods in CJ	3.0 credit hours
MACJ595	Capstone: Criminal Justice Thesis Part I (pre-requisite MACJ590)	3.0 credit hours
MACJ600	Capstone: Criminal Justice Thesis Part II (pre-requisite MACJ595, taken in last term)	3.0 credit hours

## HOMELAND SECURITY

### Program Description

Keiser University's Master of Arts degree in Homeland Security provides an intensive study of topics related to protecting the U.S. from threats to Homeland Security. The program fosters independent learning and enables students to contribute intellectually to the areas of homeland security, border patrol and cyber security.

Students learn to work in areas such as border patrol, airports, seaports and waterways; research and development of the latest security technologies; responders to natural disasters or terrorist assaults; analysis of intelligence reports, and other timely areas related to homeland security. Graduates demonstrate a conceptual understanding of homeland security and topics related to protecting the U.S. from threats to homeland security and critically analyze and solve problems based on applied research methods.

### **Program Objectives**

Keiser University's MAHS program enables students to contribute to the homeland security profession and fosters independent learning. Upon completion of this program students are able to:

- Collaborate with community stakeholders to create prevention, deterrence, preemption, defense, and response strategies and systems appropriate to local, regional, national, and international critical incidents and emergencies.
- Make use of technological and scientific research that focuses on the evolution of existing science and technology and/or the development of new science/and technology that contribute to homeland security.
- Evaluate domestic security challenges that face the United States and other industrialized nations.
- Evaluate and propose necessary changes at federal, state, and/or local levels, to reflect the evolving strategic policy issues associated with a statutory and current U.S. governmental direction for homeland security.
- Recognize terrorist groups' activities in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation-state.
- Define and describe by example the statutory, policy, strategy and legal differences between homeland security and homeland defense.
- Evaluate existing policies, procedures and protocols by DHS and inter-agency community to allow seamless agency integration through prevention, protection, and incident response and recovery scenarios. Validate literal and procedural alignment/compliance with other agencies.
- Explore interdisciplinary perspectives on, and approaches to, homeland security.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### **Pre-requisites for Major Courses**

- Baccalaureate degree from an accredited institution. Students complete their capstone course in their last semester of enrollment. No elective courses are offered in this program.

**NOTE:** Courses in the MAHS program are eight-weeks in length.

### **Program Outline**

To receive a Master of Arts in Homeland Security degree, students must earn 36 graduate semester credit hours. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

#### **Master of Arts in Homeland Security Core Courses (36.0 credit hours)**

MACJ501	Seminar in Criminal Justice (taken in first semester)	3.0 credit hours
MACJ514	Theory in Criminology and Criminal Justice	3.0 credit hours
MACJ530	Management and Administration of CJ	3.0 credit hours
MACJ540	Professionalism and Ethics in CJ	3.0 credit hours
MACJ571	Seminar in Homeland Security	3.0 credit hours
MACJ572	Dynamics of Terrorism	3.0 credit hours
MACJ573	Domestic and International Terrorism	3.0 credit hours
MACJ574	Cyber Security	3.0 credit hours
MACJ575	Human Trafficking	3.0 credit hours
MACJ590	Research Methods in CJ	3.0 credit hours
MACJ595	Capstone: Criminal Justice Thesis Part I (pre-requisite MACJ590)	3.0 credit hours
MACJ600	Capstone: Criminal Justice Thesis Part II (pre-requisite MACJ595, taken in last term)	3.0 credit hours

## Course Descriptions

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 Pre-requisite: ACG501

ACG5135 (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. Pre-requisite: ACG 4201 Advanced Accounting or equivalent (minimum "C" grade).

ACG5255 (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. Pre-requisite: ACG 4253 International Financial Reporting or ACG 4201 Advanced Accounting or equivalents (minimum "C" grade). Co-requisite: ACG 5135

ACG5835 (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. Pre-requisite: ACG4671 Auditing II or equivalent (minimum "C" grade) . Co-requisite: ACG5135

ACG5138 (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. Pre-requisite: ACG 4201 Advanced Accounting or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6367 (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. Pre-requisite: ACG 4342 Advanced Managerial/Cost Accounting or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6505 (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. Pre-requisite: ACG 4501 Governmental/Institutional Accounting or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6625 (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. Pre-requisite: ACG 4401 Accounting Information Systems or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6635 (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). Pre-requisite: ACG 4671 Auditing 2 or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6808 (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. Pre-requisite: ACG 4201 Advanced Accounting or equivalent (minimum "C" grade).

Co-requisite: ACG 5135

ACG6816 (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. Pre-requisite: 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.

AEC760 (3.0 credit hours)

**The Profession and Practice of Adult Education**

This course is an examination of the basic situations in which adult education occurs and fundamental steps by which learning is made more effective in those situations. Upon successful completion of this course participants will be able to compare different program planning models analyzing strengths and weaknesses, utilize program planning cases and apply planning models and evaluate the problems and concepts inherent in planning adult educational activities. Additionally, participants will examine the role of educational leadership in the development of formal adult education programs.

AEC762 (3.0 credit hours)

**The Foundations, Theory, and Practice of Adult Education**

Adult Education is practiced worldwide addressing the career, professional and personal enrichment needs of a very broad segment of learners. This course is an overview of the foundations, theory, and practices of this diverse and evolving area of education. Four major topic areas are emphasized: 1) adult education definitions, purposes, and context; 2) adult learner from a developmental perspective; 3) the learning processes and transactions for adult learners; and 4) the literature, ethical issues, current trends, and practices of adult education.

AEC763 (3.0 credit hours)

**Assessment of Adult Learning Programs and Activities**

Assessment of learning is an essential area of knowledge and skill for educators. Adult educators face a variety of unique assessment challenges requiring sound planning and innovative practice. This course will provide adult educators with a framework, process and meaningful approaches for assessing and evaluating adult learning in a variety of settings. Students will develop the understanding and knowledge of critical elements of self-evaluation, transformative learning, andragogy, and adult teaching philosophy that are necessary for success in leading and facilitating adult education programs and courses.

AEC764 (3.0 credit hours)

**Facilitation of Adult Learners**

This course moves students from the philosophy of a teacher-centered classroom to a learner-centered environment helping them gain skills in the facilitation of adult learners. Students will further examine and fine tune multiple modes of instruction including class discussion, case

studies, role playing and student self-assessment. Students will design model lessons and instructional models as well model facilitation practices for establishing learning communities within the classroom or through on-line learning environments. This practical course will focus is on preparing adult educators to be facilitators as well as dynamic presenters improving the quality of instruction and reflexive practice.

AEC766 (3.0 credit hours)

### **Current Research in Adult Learning and Human Development**

The process of human development happens over a life time with the progression of various stages of development influenced by learning. This course examines historical and contemporary models of adult learning and human development and examines the potential implications for the design and facilitation of adult education. Application of these models will be made to educational settings, and discussed in relationship to a range of topics including personal teaching and learning experiences, theory-based approaches to contemporary problem-solving, lifelong moral development, and intergenerational relationships.

AEC768 (3.0 credit hours)

### **Multicultural and Special Populations of Adult Learners**

Working within educational and social institutions and organization requires an understanding of issues of diversity and equity. This course engages students in developing their own personal understandings of multiculturalism in their lives and the profession of Adult Education, in critically examining how institutions and societies end up providing differing opportunities and experiences to different groups of people, and examining our roles in supporting or altering these systems and structures. Further this course will examine the role of educational theory and practice in the enhancement of multicultural and special populations of adult learners.

BUL5832 (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. Pre-requisite: BUL 3130 Legal/Ethical Environment of Business or equivalent. Co-requisite: ACG 5135

CES701 (3.0 credit hours)

### **Professional Orientation and Ethics**

The course covers the history and philosophy of the counseling profession, as well as the counselor's professional roles, functions, and relationships with other human service providers. It emphasizes the competencies and responsibilities of counselor educators and supervisors. Discussion topics include 1) self-care strategies appropriate to the counselor role; 2) counseling supervision models, practices, and processes; 3) professional organizations, including membership benefits, activities, services to members, and current issues; 4) professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues; 5) the role and process of the professional counselor advocating on behalf of the profession; 6) advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients; and 7) ethical standards of professional organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling. (Program co-requisite)

CES841 (3.0 credit hours)

### **Advanced Counseling Theories**

This course provides students with advanced training in the skills and knowledge required to teach counseling theories in a multicultural society. Students consider how they might advise supervisees who use the theories, and students will analyze challenges they may face related to teaching and supervising of these theories. Discussion topics include 1) an orientation to wellness and prevention as desired counseling goals; 2) counselor characteristics and behaviors that influence helping processes; 3) essential interviewing and counseling skills; 4) counseling theories that provide the student with models to conceptualize; 5) client presentation and selection of appropriate counseling interventions; 6) systems perspective that provides an understanding of family and other systems theories; 7) a general framework for understanding and practicing consultation; and 8) crisis intervention and suicide prevention models, including the use of psychological first aid strategies. (Pre-requisite: CES701)

CES842 (3.0 credit hours)

### **Counseling Supervision**

This course provides students with an overview of supervision theory and the opportunity to learn methods for planning, conducting and documenting individual and group supervisory sessions for counselors in training. Techniques will be synthesized, which will promote prospective counselors' development in assessment, intervention, evaluation, cultural competence, case conceptualization and documentation, self-evaluation, consultation, and effective use of supervision. This course will explore ethical and legal issues related to clinical supervision for counselors and counselors in training. (Pre-requisite: CES701)

CES843 (3.0 credit hours)

### **Multicultural Counseling and Advocacy**

This course provides doctoral students with the awareness, knowledge and skills required of counselors, counselor educators, and counseling supervisors to be effective in a diverse society. This course is designed to enhance students understanding of responsibility of counselor educators to foster social change, provide leadership, and service the counseling professional and advocate for their community, clients, students, and profession. Students will use current research to examine the current trends and issues of the profession and identify how community, national, and international issues affect the counseling profession. Students will also understand the processes of advocacy and social change. Discussion topics include 1) theories of multicultural counseling, identity development, and social justice; 2) counselors' roles in developing cultural self-awareness, promoting cultural social justice, advocacy and conflict resolution, and other culturally supported behaviors that promote optimal wellness and growth of the human spirit, mind, or body; and 3) counselors' roles in eliminating biases, prejudices, and processes of intentional and unintentional oppression and discrimination. (Pre-requisite: CES701)

CES844 (3.0 credit hours)

### **Leadership, Consultation, and Program Evaluation**

This course prepares students with the knowledge and skills related to the roles of consultant and program evaluator in various settings. Through a variety of practical discussions and assignments, students explore leadership theory and skills; consultation models and processes; program evaluation models and methods; and the availability of funding sources. Students synthesize knowledge and apply skills to case studies and real-life examples. (Pre-requisite: CES701)

CES845 (3.0 credit hours)

### **Instructional Methods in Counselor Education**

This course provides doctoral students with the opportunity to examine historic and current theories and practices of teaching and learning and to prepare students to become competent



teachers of counselor education. Students will examine instructional methods that are based on individual, environmental and psychological processes that determine knowledge and behavior change. The course offers an opportunity to examine processes that affect learning in a counselor education program. Students focus on various adult learning theories and how to work effectively with different learning styles, cultural dynamics, and diversity. They also learn how to apply strategies to help students acquire and apply knowledge and skills as well as how to evaluate learning outcomes. (Pre-requisite: CES701, PSY780)

CES850 (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. (Pre-requisite: RSM701, RSM801, and RSM802)

CES860 (1.5 credit hours)

**Practicum**

This supervised practicum experience has a minimum of 100 clock hours over two 8-week periods (taken twice for a total of 16 weeks). The practicum must include 1) at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills; weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract; 2) an average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor; 3) the development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients; 4) evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum. Site supervisors must have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses, a minimum of two years of pertinent professional experience, and relevant training in counseling supervision. (Pre-requisite: CES701)

CES861 (1.5 credit hours)

**Internship**

This supervised experience takes place in a selected educational setting (clinical practice, research, or teaching). The course is taken repeatedly for a total of 600-hour internship includes supervised experiences in most of the activities of a regularly employed professional in the setting. The internship is intended to reflect the comprehensive work experience of a professional counselor. Each student's internship includes: 1) at least 240 clock hours of direct service, including experience leading groups; 2) weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor; 3) an average of 1 1/2 hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member; 4) the opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and

staff meetings); 5) the opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients; 6) evaluation of the student's counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor. Site supervisors must have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses, a minimum of two years of pertinent professional experience, and relevant training in counseling supervision. (Pre-requisites: CES701, CES860)

CIL743 (3.0 credit hours)

**Curriculum: Advanced Theory and Research**

Curriculum change is an inevitable element of education reform, both at the K-12 and Higher Education levels. This course is designed to create competent leaders in curriculum to guide institutions in the reform to improve student achievement. Students will examine current theory and practice in the field, as well as evaluating major curriculum theories for applicability to specific programs and courses of study. In addition, emphasis will be on current developments in curriculum affecting education reform and the professional organizations that influence curriculum decisions.

CIL744 (3.0 credit hours)

**Instruction: Advanced Theory and Research**

This course highlights the instructional paradigms of learning and the assumptions of various theories that describe the roles of learners and instructors. Students research the relationship between learning theory and instructional theory and how this relationship affects decision-making in educational settings. This course will also highlight institutional collaboration and innovation that impacts instructional decisions and educational outcomes.

CIL745 (3.0 credit hours)

**Assessment for Student Learning**

Assessment, measurement, and evaluation are investigated in this class as critical aspects of student learning and institutional improvement. Students will evaluate various factors that influence the quality of an evaluation system, as well as assessment communication processes at all levels within an educational institution. Topics also include best practices for development and delivery of standardized testing, teacher-made tests, rating scales for performance, rubrics for evaluating student work, methods of effective feedback, and instructional modification based on assessment.

CIL746 (3.0 credit hours)

**Curriculum and Instruction for Professional Development**

School and higher education leaders allocate considerable resources to develop faculty. This course explores models and processes that can guide decisions about effective curriculum and instruction to improve faculty performance. Students will also analyze research on best curriculum planning practices and theory for specific and targeted professional development tied to institutional goals and visions.

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)

DBA760 (3.0 credit hours) (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)

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)

### **Survey Research Methods**

The survey research methods course is designed to provide doctoral students with the theoretical underpinnings and analytical skills to conduct survey research. Topics include: The steps of planning and conducting a survey, linking survey goals or research questions to survey design, implementing research strategies, and sampling and analyzing descriptive survey data. Students will create a pilot survey in preparation for their dissertation research. (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)

DISS901 (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.

DISS905 (1.5 credit hours)

**Continuing Dissertation Services II**

Continuation of DISS901. If DISS901 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.

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

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. Pre-requisites: Must be taken after core courses are completed or concurrently with last core course.

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.

EDR551 (3.0 credit hours)

**Decision-Oriented Educational Research**

The purpose and role of educational research in informing educational policy and decision-making are studied. The research process, sampling strategies, and ethics are considered. Designs studied are: non-experimental, pre-experimental, true-experimental, -quasi-experimental, single subject, and qualitative.

EDR610 (3.0 credit hours)

**Action Research Project**

This course is the culminating experience for the Master of Science in Education. It allows students to engage in a research project within their professional area. Under the supervision of a faculty mentor, students select an area of interest, identify a problem, and design a graduate-level research project geared toward developing an in-depth understanding of the topic. Projects should be geared toward an educational setting. Prior topic approval is required for a student to enroll in this class. This course is taken in the last term of enrollment.

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. Pre-requisite: Doctoral candidacy

EDU510 (3.0 credit hours)

**Affirming Diversity**

This course is an in-depth study of the diverse population of learners encountered in education today. Race, culture, gender, socio-economic status, and sexual orientation are examined with the goal of developing a learning environment where students of diverse background are affirmed and motivated. Students develop strategies to create an environment which accepts and fosters

diversity. Knowledge of culture is demonstrated by practices such as conflict resolution, mediation, and creating a climate of openness, inquiry, and support.

EDU511 (3.0 credit hours)

### **Integrative Instructional Technology**

This course provides an in depth study of the effective use of technology in teaching and educational management. The course emphasizes: Criteria for evaluating software; using technology for effective teaching; applying technology to strengthen management systems, and evaluating and establishing an atmosphere of active learning with existing and emerging technologies. It also provides students hands-on experience with a broad range of software and practical experience in applying technology to teaching and management.

EDU512 (3.0 credit hours)

### **Educational Governance and Ethical Decision Making**

This course is the advanced study of the organization and governance of American education. Topics include the study of political systems and their impact on schools; public and private school law; and the legal rights and responsibilities of students and teachers with an emphasis on the professional code of ethics and the responsibilities of teachers and administrators. (Program co-requisite)

EDU513 (3.0 credit hours)

### **Advanced Curriculum Design and Instruction**

This course focuses on an advanced study of current trends in curriculum design, legislation affecting curriculum, government mandated programs, innovative programs, and organizational patterns. Students look at the needs of learners in the next generation and the means by which these needs can be met through curriculum design.

EDU514 (3.0 credit hours)

### **Advanced Educational Assessment and Evaluation**

This course analyzes measurement theory and practice, applied descriptive and inferential statistics, testing and improvement, standardized testing applications, and course and program evaluation.

EDU520 (3.0 credit hours)

### **Psychological Basis of Education**

This course is an in depth study of educational psychology, to include cognitive and social/emotional development of the child, young adult, and adult. It applies the findings from the theories of development and learning to classroom teaching. Whereas the course is based on theory, it is strongly practical in nature. It draws from current understanding and research and makes application to the work of the classroom teacher.

EDU521 (3.0 credit hours)

### **Learning Theories Applied to Classroom Instruction**

This course is an advanced study of contemporary learning theories and their application to education practice. Students examine cognitive theories and behavioral views, then apply them to improve teaching and learning. Issues of readiness, motivation, problem-solving, and memory are examined and applied. Students evaluate classroom instruction from an applied theoretical perspective.

EDU522 (3.0 credit hours)

**Continuous Improvement and Planning**

This course focuses on classroom planning for effective instruction and continuous improvement. The focus is on designing learning experiences that meet students' needs and interests, interpreting information and modifying plans, using varied and motivating strategies, assessing outcomes, and continuously refining learning experiences.

EDU523 (3.0 credit hours)

**Teacher in American Society**

The various roles of the teacher in American society are explored. This course provides a foundation to enrich the educator's role as a classroom leader through reflective inquiry. Self-awareness through reflection to initiate changes in practice to enhance student learning and provide for sustained school improvement is developed. The necessity to establish open lines of communication with the student and his/her support system is evaluated with the objective to promote continuous improvement in the educational experience.

EDU524 (3.0 credit hours)

**Problem Solving and Critical Thinking**

This course is designed to develop skills and strategies for teaching problem solving and critical thinking. It focuses on higher order thinking skills, developing projects and problem solving activities to enable creative thinking, and assessment strategies for problem solving and critical thinking. Active learning strategies are applied to develop critical thinking and problem solving in the classroom environment.

EDU540 (3.0 credit hours)

**Current Trends and Issues in Education**

This course involves an advanced study of the movements, issues, projections, and potential directions in the area of education from early elementary through higher education. Students will analyze a wide range of contemporary issues in education.

EDU550 (3.0 credit hours)

**Educational System Organization and Leadership**

This course is the advanced study of the skills required to be a successful school leader. Areas of interest include organizational models, policy issues, organizational development, planning, leadership styles, management, assessment, and motivation. Course topics are evaluated from a systems and continuous quality improvement theory perspectives.

EDU552 (3.0 credit hours)

**Personnel Selection and Development**

This course is an advanced study of the knowledge and skills essential for exercising effective leadership in school personnel recruitment, selection, orientation, assessment, and professional development. Educational human resource management models, theories, and practices are considered.

EDU553 (3.0 credit hours)

**Education Budgeting and Finance**

This course examines current financial organization and financing of schools in the United States. Students study school business management including applicable Florida state public education finance law. Fund accounting and performance-based budgeting are studied.



EDU554 (3.0 credit hours)

### **School Public Relations and Communication**

This course is an advanced study of the theory, research, and practices required for effective application of verbal and written communication, mediation, and conflict resolution skills needed by educational leaders. School and community relations are examined with emphasis on policy guidelines and ethics.

EDU560 (3.0 credits)

### **Enrollment Management Theory and Practice**

Enrollment management is an advanced study of recruitment and enrollment processes and how they fit into the college and university system. This course provides a strong understanding of the enrollment process, new student orientation, and customer relationship management. Issues in team building, personnel motivation, and training an admissions team are explored. Students will develop a recruitment and student retention presentation.

EDU562 (3.0 credits)

### **Higher Education Marketing**

This course analyzes and assesses marketing theories and strategies in higher education including branding, developing effective advertising, placing media, assessing results, successful online marketing strategies, and website design. Students will develop and evaluate a marketing plan for a career college or university.

EDU564 (3.0 credits)

### **Leading Career Education in America**

This course is a detailed overview of key areas affecting career college operations. Operations management is assessed with emphasis on developing a campus master plan for strategic planning, campus safety, facilities, internal and external audits, regulatory and legal issues, institutional self-studies, and accreditation requirements. Student services requirements and best practices are assessed.

EDU566 (3.0 credits)

### **Managing Career Colleges for Successful Outcomes**

An in depth study of practices that increase financial and student performance and success. College management practices including timely intervention, effective budgeting for financial and non-financial outcomes, student success strategies, retention best practices, and methods to increase student success outcomes are analyzed. Students will develop and evaluate a financial plan for a career college

EDU570 (3.0 credits)

### **Building Online Collaboration in Learning Environments**

This class builds on the technology concepts and applications of technology in learning environments in EDU 511, Integrative Instructional Technology. Course topics include multimedia aligned with instructional delivery and learning outcomes, assistive technology for diverse learners, communication in virtual environments, and the role of the teacher as instructor and facilitator in a variety of online learning models.

EDU571 (3.0 credits)

### **Current Issues and Technologies for Online Education and Training**

This course examines some of the legal and technical issues related to current and future educational access and delivery of formal courses, informal education, and corporate and

community training. Students will evaluate new trends in online education and apply research and critical/creative thinking in anticipating future educational needs and applications.

EDU572 (3.0 credits)

#### **Design and Delivery of Web Conferences and Webinars**

Students examine different strategies, software programs, and models to create effective educational seminars, conferences, and professional development. The course prepares students to incorporate learning theory to design, deliver and evaluate web-based projects for classmates and other potential learners and stakeholders.

EDU580 (3 .0 credits)

#### **Issues and Trends in Health Care Education Programs**

This course focuses on preparing instructors and managers to apply innovative solutions and problem-based learning applications to challenges specific to health care practitioners and community health educators. Issues embedded in the rapidly changing fields of health sciences and health care are examined, researched, and assessed.

EDU581 (3.0 credits)

#### **Managing Health Care Programs in Institutions and the Community**

The emphasis in this course is on strategic planning, effective implementation, and assessment methods for sustainable, effective educational programs, both in institutions and in community settings. The course examines samples of best practices and exemplary education programs as models as well as marketing strategies to recruit and retain students and learners.

EDU582 (3.0 credits)

#### **Compliance, Accreditation, and Legal Issues**

This course provides students with the ethical and legal decision making information and strategies that apply to health care professionals and health care education programs. In addition, a review of the accreditation process and the governing bodies that regulate the health care professions will be examined through course projects.

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 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. (Program Pre-requisite)

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.

EDU741 (3.0 credit hours)

### **Differentiated Instruction**

This course provides the skills and knowledge necessary to prepare for organizing classrooms for differentiated instruction. It covers research-based principles of effective planning and design as well as pre-assessment, instructional strategies, management skills, and grading.

The compilation of knowledge applied in this course give the educational leader the framework necessary to assess and evaluate differentiated instruction in schools.

EDU742 (3.0 credit hours)

### **Classroom Management**

This course is an in-depth analysis of the dynamic, cultural and social interactions within the classroom setting. Students will evaluate the various theories of group dynamics, communication, motivation, and the behavioral and cognitive approaches to learning through classroom interactions. Students will research and develop classroom assessment techniques to measure classroom performances. Using a theoretical foundation, students will engage in research that analyzes the various skills, assessments, methods, and training required to build both a positive classroom learning environment and a sustainable learning community. This research will address the most recent trends in classroom-based issues regarding teaching and administrative preparation for future classroom challenges.

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. (Pre-requisite: EDU740, PSY750, PSY780)

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 Pre-requisite: ACG501

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. Pre-requisites: Must be taken after core courses are completed or concurrently with last core course.

HSC694 (3.0 credit hours)

### **Global Health**

This course provides an introduction to global health systems and disease. Health systems by country and the factors contributing to health delivery and health disparities in global populations are analyzed. Concepts of resource allocation, rights to healthcare, and conflicts between autonomy and health promotion efforts are presented. The challenges and opportunities in the U.S. and comparative global challenges and opportunities are addressed.

HSC695 (3.0 credit hours)

### **Healthcare Finance**

This course provides a foundation in healthcare finance and addresses the role of financial management and health reform in the health services industry. Basic financial management concepts and reimbursement practices will be introduced. Other topics include capital acquisition and allocation, project risk analysis, revenue cycle, and current accounts management in addition to efficient and effective utilization of human and material resources.

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. Pre-requisites: Must be taken after core courses are completed or concurrently with last core course.

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.

HUN 501 (3.0 credit hours)

### **Trends in Therapeutic Nutrition**

The course explores current trends, controversies, and future initiatives aimed at improving and advancing the practice of dietetics. Students will examine the practice of dietetics and nutrition and explore initiatives to enhance the awareness and practice of dietetics in the health care system. Students will critique the financial implications dietetics and nutrition could play proactively in health care reform.

HUN 502 (3.0 credit hours)

### **Special Topics in Dietetics: Gerontology/Pediatrics**

The course will address the impact of nutrition pertaining to the pediatric and geriatric populations. The primary focus will be to determine the nutritional needs per age, socioeconomic and environmental influences and advances in medicine as related to chronic diseases. The student will analyze current health practices in each population and evaluate the nutrition outcome for its health effectiveness.

HUN 519 (3.0 credit hours)

### **International Nutrition**

The course explores the impact of nutrition and health disparities internationally resulting from inadequate nutrition throughout the lifecycle. Students will evaluate the international health and nutrition organizations, policies and interventions. The increased role of the dietitian in creating and implementing international interventions and affecting public policy will be explored.

HUN 561 (3.0 credit hours)

### **Food, Nutrition and Communication**

The overall goal of this course is to provide students with effective communication strategies in health promotion. The course expands on the concepts, theories and principles of effective communication initiatives as applied to diverse populations. The course will provide students an advance skill applicable to careers in nutrition and health promotion.

HUN 624 (3.0 credit hours)

### **Sports Nutrition**

The course focuses on an advance study of the role of nutrition as a means of enhancing performance in exercise and sports. Topics include principles of metabolism, regulation of metabolism by understanding macro and micro nutrient usage during exercise and the role of weight management with athletes. Students will be able to evaluate the role of nutrition concerns for special groups, sports supplementation and body composition.

HUN 652 (3.0 credit hours)

### **Public Health Nutrition**

The focus of the course is to examine the role of nutrition in preventive health practices which will assist in proactively reducing illness and disease. Students explore nutrition initiatives aimed at promoting healthy populations and the elimination of health disparities. The analysis of

community-based research will allow students to assess the goals and challenges facing public health legislation and policy

HUN 656 (3.0 credit hours)

### **Research Methods in Nutrition (Capstone 1)**

The course focuses on the consideration of scientific methods and theoretical orientation as applied to research strategies. Students will consider techniques of investigation, data collection or data analysis and interpretation of data relating to a specific topic or current trend or issue in the area of nutrition. The course provides the research foundation to design a research capstone project.

HUN 693 (3.0 credit hours)

### **Graduate Seminar in Nutrition (Capstone 2)**

The overall goal of this course is the written presentation of the capstone research project demonstrating the scientific methods and interpretation of data to support the research position. The student will examine the research process by which research is critically appraised and translated into evidence-based practice.

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.

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 for integration into K-12, higher education, or organizational training. A variety of media may be used in this development including Audio and video production, social networking, online course delivery systems and/or other web-based forms 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.

IDT 796 (3.0 credit hours)

**Independent Study**

The comprehensive study of a particular topic or area in instructional design, as determined by the needs of the individual student. The student works under the guidance and supervision of the program chair.

IDT797 (3.0 credit hours)

**Special Topics in Instructional Design**

An advanced course offering intensive study of selected topics in instructional design. Course content varies according to the topic.

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 DBA700 and DBA720)

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 DBA700 and DBA720)

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 DBA700 and DBA720)

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)

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. (Program co-requisite course)

ISS510 (3 Credits)

### **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. Program pre-requisite.

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. Co-requisite: ISS500

ISS520 (3 Credits)

### **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. Pre-requisites: ISS510, MTL530

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. Pre-requisite: ISS500

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. Co-requisite: ISS500

ISS655 (3 Credits)

### **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. Pre-requisite: ISS510

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. Pre-requisites: 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#. Pre-requisites ISS500, ISS510

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 policies and legal issues surrounding the use of intrusion detection. Pre-requisites: 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. Pre-requisites ISS500, ISS510

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. Pre-requisites: Taken in the last term of enrollment

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. Pre-requisites ISS500, ISS510

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 DBA700 and DBA710)

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 DBA700 and DBA710)

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 DBA700 and DBA710)

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: All core and research classes.)

MACJ501 (3.0 credit hours)

**Seminar in Criminal Justice**

This graduate course provides a brief historical survey of the components of the Criminal Justice System. Areas covered include how law enforcement, the prosecutor's office, the courts, and corrections function individually and collectively in the pursuit of justice. A thorough examination of how defendants proceed through the Criminal Justice System is undertaken. Students will analyze and discuss current topics such as homeland security, terrorism and the role of the Criminal Justice System in homeland security operations. (Program co-requisite)

MACJ511 (3.0 credit hours)

**Seminar in Law Enforcement**

A social psychological examination of current issues and problems in municipal law enforcement, including such topics as the recruiting and training law enforcement officers, informal exercise of police authority, police role conflict, the relative significance of law enforcement and social service, and interactional dynamics of police subculture. Co-requisite: MACJ501

MACJ512 (3.0 credit hours)

**Seminar in Court Systems**

The advanced study of the development, structure and processes of the American Criminal Court System. The course will identify and assess the decision points of the criminal justice process (pre-trial, charge, plea negotiations, and sentencing) and the impact they have on the work of the court's key figures in a contemporary court system. Students will analyze the role of the Supreme Court in balancing state vs. individual interests including: personal liberty and community safety. Co-requisite: MACJ501

MACJ513 (3.0 credit hours)

**Seminar in Correctional Systems**

The advanced study of the theory, practices, and policies of the American Correctional System. The course investigates the historical development of imprisonment including the central themes of Retribution, Restoration, Rehabilitation, Deterrence and Incapacitation. The course will define the role of the working relationship of corrections in the greater spectrum of the criminal justice system while analyzing and evaluating the significant problems facing the system today. Students will break down the ethical, legal and practical dimensions of proposals for reform through a blend of theory, practice and first hand observation. Co-requisite: MACJ501

MACJ514 (3.0 credit hours)

**Theory in Criminology and Criminal Justice**

Advanced study of theory in criminology, examining the principal functions of criminological theories and how they are rooted in the historical and social contexts in which they originate. Topics include: analysis of how criminological theories work, the extent to which criminal theories are grounded in human experience and interests, and the principal contributions of sociological insights to the explanation of crime and criminals. Students will analyze, discuss, and thoroughly research criminological theories related to violent crime and property crime as well as terrorism and related crimes. Co-requisite: MACJ501

MACJ530 (3.0 credit hours)

**Management and Administration of Criminal Justice**

This course is an application of management and administration theories to the criminal justice system including homeland security. Includes a practical analysis of the fundamentals of all organizations, including Criminal Justice organizations focusing on the four major orientations of administration: managerial, political, psychological, and sociological. Co-requisite: MACJ501

MACJ540 (3.0 credit hours)

**Professionalism, Leadership and Ethics in Criminal Justice**

An analysis of effective theories of organizational leadership, with a focus on appropriate applications within criminal justice and homeland security. Of critical importance will be the identification and discussion of critical leadership skills necessary to advance a criminal justice and homeland security agencies. Examines professional and ethical issues faced by decision makers in criminal justice. Co-requisite: MACJ501

MACJ550 (3.0 credit hours)

**The Juvenile Justice System**

This course focuses on the development and philosophy of the Juvenile Justice System; the measurement of delinquency, theories and correlates of delinquency, and prevention. Topics covered include; the processing of offenders through the juvenile justice system and the special forms of justice applied to non-adults by arrest, detention, adjudication and juvenile corrections. Delinquency theories are explored with emphasis on prevention, treatment, and control. Co-requisite: MACJ501

MACJ560 (3.0 credit hours)

**Gender, Race and Crime**

This course will take a comprehensive view of the issues that bring women and people of color (racial minorities) in contact with the criminal justice system and correctional institutions. Theoretical perspectives on the overrepresentation of these groups as victims, offenders, and defendants will be examined. The course will also analyze how the demographic intersections of gender, race, and class play a major role in sentencing outcomes. Co-requisite: MACJ501

MACJ571 (3.0 credit hours)

**Seminar in Homeland Security**

This course provides a brief overview of the key elements of the United States' homeland security program. The course examines the scope and breadth of homeland and national security issues. Students will analyze and discuss the field of homeland security and its intelligence sub-fields which includes emergency management and natural disaster response aspects of the field. Co-requisite: MACJ501

MACJ572 (3.0 credit hours)

**Dynamics of Terrorism**

This course examines terrorism as a contextual phenomenon produced by the manner in which individuals, organizations, and the state are situated within larger surroundings. Case studies and use of primary documents are used to explore the multiple forms of and motives for terrorism. Students examine origins of terrorism in the splintering of social movements, followed by the strategic and operational choices faced by the splinter and its members. Works by key theorists are supplemented by in-depth examination of particular episodes of terror to emphasize that even agency (individual choice) is bounded by a host of social and personal factors and constraints. Co-requisite: MACJ501

MACJ573 (3.0 credit hours)

**Domestic and International Terrorism**

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, international and domestic security threats, and the goals, motivational factors, targets, and tactics of terrorist organizations. The student will learn techniques for evaluating an organization's vulnerability to attacks that involve chemical, biological, explosive, radioactive weapons or sabotage. Students will learn the current models, roles, and responsibilities of local, state, and federal agencies in counter-terrorism investigations. Co-requisite: MACJ501

MACJ574 (3.0 credit hours)

**Cyber Security**

This course will examine the interdisciplinary field of cyber security by examining the evolution of information security into the area of cyber security. Topics include: cyber security theory, and the relationship of cyber security to nations, businesses, society, and people. The course will cover multiple cyber security technologies, processes, and procedures. Students will analyze the threats, vulnerabilities and risks present in these environments, and identify appropriate strategies to mitigate potential cyber security problems. Co-requisite: MACJ501

MACJ575 (3.0 credit hours)

**Human Trafficking**

This course examines the subject of human trafficking, or the use of force, fraud or coercion to transport persons across international borders or within countries to exploit them for labor or sex. Focus will be on human trafficking within the United States. Students will examine approaches to combat human trafficking and explore the special needs of human trafficking victims. The course will also analyze the effectiveness of governmental anti-trafficking policies. Co-requisite: MACJ501

MACJ590 (3.0 credit hours)

**Research Methods in Criminal Justice**

Research design for criminal justice with an emphasis on data collection methods, measurement of validity and reliability, and causal analysis. Social science research methods will be applied to criminal justice and homeland security management including quantitative and qualitative research, the terminology of research, conducting research, and answering research questions. The pre-proposal for the thesis must be approved by completion of this course. (Pre-requisite: MACJ501)

MACJ595 (3.0 credit hours)

**Capstone: Criminal Justice Thesis Part I**

Quantitative-including statistics- and qualitative methods for conducting and analyzing criminal justice or homeland security research. Topics include how to write a literature review and how to read and interpret theoretical, statistical and research components of peer reviewed journal articles. This course prepares students for application of the research process in the Capstone Criminal Justice Thesis. (Pre-requisite MACJ590)

MACJ600 (3.0 credit hours)

**Capstone: Criminal Justice Thesis Part II**

A capstone course with emphasis on the social science research process in the area of criminal justice or homeland security. This course includes a structured research project concerning a criminal justice issue or problem, a literature review and data collection, and presentation of

findings. (Pre-requisites: MACJ590 and MACJ 595. Completion of 30 hours of Criminal Justice core courses. Must be taken in the last term of the Criminal Justice program.)

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

MAN574 (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

MAN583 (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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites: Must be taken after core courses are completed or concurrently with last core course.

MAN674 (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 can analyze world issues, laws, ethics, and cultures and apply their skills to an effective global human resources management strategy. Co-requisite: MAN571

MAN675 (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

MAN676 (3.0 credit hours)

### **Global Supply Chain Management**

This course combines essential business processes, such as purchasing, cost analyses, use of technology, and optimization of cost of capital, with international logistics and finance. The course focuses on the dynamics of globally sourcing products, services, and information with the objective of linking procurement and distribution activities with increased customer value and reduced costs. Students will analyze the benefits, costs, and challenges of global sourcing, developing an understanding of how to identify, design, and manage a sustainable global supply chain system. Topics include: aligning supply chains with business strategies, logistics and supply chain operations, global sourcing practices, international procurement financing, examination of supply chain management software, and supply chain systems design.

MAN690 (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.

MAN676 (3.0 credit hours)

### **Global Supply Chain Management**

This course combines essential business processes, such as purchasing, cost analyses, use of technology, and optimization of cost of capital, with international logistics and finance. The course focuses on the dynamics of globally sourcing products, services, and information with the objective of linking procurement and distribution activities with increased customer value and reduced costs. Students will analyze the benefits, costs, and challenges of global sourcing, developing an understanding of how to identify, design, and manage a sustainable global supply chain system. Topics include: aligning supply chains with business strategies, logistics and supply chain operations, global sourcing practices, international procurement financing, examination of supply chain management software, and supply chain systems design.

MBA500 (3.0 credit hours)

### **Advanced Essential Business Concepts**

This course provides a foundation in business concepts and professional business communication in preparation to successfully complete the MBA program requirements. Topics include management theory, business communication, and Microsoft Office basics as well as an intensive focus on business writing skills and style in APA format.

MBA501 (3.0 credit hours)

### **Advanced Quantitative Business Analysis**

In this course students will develop a fundamental understanding of accounting, finance, economic and statistical data analysis. Various tools and methods will be used to assist students in making data driven decisions. Topics will include financial statement analysis, capital structure of business, TVM, forecasting, statistical analysis and economic topics of demand, pricing, and market structures.

MBA510 (3.0 credit hours)

### **Foundations in Decision Making**

This course is an examination of the problems that plague habits of thinking and decision making and the skills needed to improve them in order to better problem solve in today's changing business environment. Topics include critical thinking and analysis, decision models and ethical business decision making models as well as traps in thinking, communication, and decision making.

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

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)

MHC501 (3.0 credit hours)

### **Foundations of Counseling**

This course provides students with an introduction to the counseling profession. The history, philosophy, and theoretical foundations of the profession, and the scope of practice, credentialing, and other professional issues will be explored. The course provides an overview of the clinical mental health counseling program, the profession, and professional competencies. (Program co-requisite)

MHC505 (3.0 credit hours)

### **Counseling across the Lifespan**

This course will present theories and research on the nature and needs of individuals at all levels of life span development. Consideration will be given to socio-emotional, intellectual, physical, moral, and spiritual aspects of development. Students will review theoretical frameworks describing optimal human development, as well as the developmental etiology of problematic behaviors that will serve to introduce students to behaviors and concepts relevant to clinical practice with both children and adults.

MHC510 (3.0 credit hours)

**Counseling Skills and Techniques**

This course will introduce students to basic counseling skills. Students will gain experience through role play, practice interviews, and videotaped presentations to learn and practice basic counseling skills. Ethical and culturally responsive practices will be emphasized.

MHC515 (3.0 credit hours)

**Counseling Theories and Practice**

This course provides students with the theoretical background and therapeutic skills necessary for the practice of counseling. The course will focus on the major approaches to counseling and psychotherapy in current use, including historical foundations, empirical foundations, advantages, and limitations to determine which are most appropriate. Students will also begin to develop a personal theory of counseling.

MHC520 (3.0 credit hours)

**Ethical and Legal Issues in Counseling**

This course covers the standards for professional conduct in counseling, including ethical principles and legislation and court decisions affecting professional behavior. Students will examine and apply ethical standards of the counseling profession, including the American Counseling Association (ACA) Code of Ethics and counselor ethical decision-making processes. Case examples, current federal and state laws/statutes, ethical codes, and standards on assessment, diagnosis, and placement data will be discussed in relation to counseling a variety of culturally diverse populations in multiple settings.

MHC525 (3.0 credit hours)

**Group Theories and Practice**

This course explores leadership styles, group dynamics, and group process necessary to run successful groups. The major group counseling theories will be explored, and group skills will be practiced. Students will engage in a variety of practical application assignments and discussions, focusing on counseling of different types of groups, the efficacy of using group therapy as the treatment method with multicultural and diverse populations, and the stages of group development. The course requires that students gain experience as both a growth group participant and as a co-leader.

MHC530 (3.0 credit hours)

**Career Counseling**

This course surveys the major theories of career choice, planning, and development as well as standardized methods of assessing vocational interests and aptitudes. Social, psychological, and economic factors influencing career choice are examined. An emphasis will be placed on individual career counseling skills across diverse populations.

MHC535 (3.0 credit hours)

**Counseling and Advocacy with Diverse Populations**

This course addresses cultural diversity and its implications for counseling. It considers the psychological impact of factors such as gender, race, ethnicity and culture, religious preference, socioeconomic status, sexual orientation, and physical disability in a variety of counseling and educational settings. Finally, it reviews counseling issues and advocacy strategies for diverse clients.

MHC540 (3.0 credit hours)

**Crisis Counseling**

This course focuses on the personal and systemic impact of crises, disasters, and other trauma-causing events on diverse individuals across the lifespan. Students will explore theory and models applied to crisis situations and will explore emergency management systems and collaboration among schools, agencies, and governmental entities. Students will explore and discuss topics related to counselor competencies, vicarious trauma and counter transference, specific diagnoses, and advocacy. Through contemporary articles and case studies, students will consider and discuss cultural, legal, and ethical issues related to crisis, trauma, and disaster events and response.

MHC545 (3.0 credit hours)

### **Counseling Intervention and Treatment Planning**

This course prepares students for their roles as counselors in areas of prevention and intervention with specific populations in diverse settings. The course is designed to develop competencies in clinical interviewing, diagnostic assessment, case conceptualization, and treatment planning. Diversity considerations and current models of evidence-based practice will be emphasized. Students will explore therapeutic approaches related to a broad range of mental health issues, aspects of therapeutic alliance, goal-setting, and outcome evaluation. (Prerequisite: MHC515)

MHC550 (3.0 credit hours)

### **Assessment in Counseling**

This course is designed to provide an overview of principles and application of mental health assessment in a multicultural society. Students will gain an understanding of basic methods of assessment in counseling, to include evaluating, selecting, and using appropriate techniques and standardized testing methods, and to conduct a thorough, culturally sensitive, and ethically responsible assessment.

MHC555 (3.0 credit hours)

### **Psychopathology and Diagnosis**

This course covers the etiology and presentation of major mental health disorders as classified in the Diagnostic and Statistical Manual of Mental Disorders. Multiple perspectives of clients' emotional and psychological distress, disturbances, and behaviors are considered, while including acknowledgment of client strengths and resilience and the social and cultural context. Additionally, the course introduces students to skills in selecting and implementing appropriate treatment strategies and in case presentation.

MHC560 (3.0 credit hours)

### **Counseling in Community Settings**

This course will cover the history of community psychology, with a focus on the various approaches and techniques used by community counselors across diverse populations. Distinctions between traditional clinical interventions and community interventions are highlighted. Students will also develop strategies to promote client understanding of and access to a variety of community based resources.

MHC565 (3.0 credit hours)

### **Couple and Family Counseling**

This course provides counseling students with the theoretical background and therapeutic skills necessary for therapeutic intervention in families, couples, and systems. Information will be provided on contemporary approaches, ethical considerations and professional issues. Counseling practices for different populations and types of families will be explored.

MHC570 (3.0 credit hours)

### **Foundations of Addiction and Addictive Behavior**

This course provides students with the major theories, concepts, issues, and data in the diagnosis and treatment of addictive behaviors. Students will develop conceptual knowledge, practical skills, and self-awareness concerning the etiology of addiction and its impact across the life-span. Assessment, diagnosis, and treatment of addictions with diversity and advocacy issues will also be explored. (Prerequisite: MHC555)

MHC575 (3.0 credit hours)

### **Counseling and Sexuality**

This course focuses on increasing students' awareness, knowledge, and skills regarding the broad range of issues in the field of counseling when addressing human sexuality issues. Students will develop competence and comfort in addressing sexuality issues in counseling with clients across the developmental spectrum. Students will develop the skills and tools necessary to strengthen positive relational and sexual functioning in a therapeutic setting. Personal values clarification, sex education, cultural messages, gender role development, and relational patterns will be examined throughout the course. (Prerequisite: MHC505)

MHC660 (3.0 credit hours)

### **Practicum in Counseling**

This supervised practicum experience has a minimum of 100 clock hours over one 16-week semester. The practicum must include 1) at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills; weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract; 2) an average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor; 3) the development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients; 4) evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum. Site supervisors must have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses, a minimum of two years of pertinent professional experience, and relevant training in counseling supervision. (Prerequisites: MHC501, MHC505, MHC510, MHC515, MHC520, MHC525, MHC530, MHC535, MHC540, MHC545, MHC550, RSM610)

MHC661 (3.0 credit hours)

### **Internship in Counseling**

This course is taken twice for a minimum of 600-hours of internship experience. Each student's internship includes: 1) at least 240 clock hours of direct service, including experience leading groups; 2) weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor; 3) an average of 1 1/2 hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member; 4) the opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings); 5) the opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients; 6) evaluation of the student's counseling performance throughout the internship, including

documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor. Site supervisors must have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses, a minimum of two years of pertinent professional experience, and relevant training in counseling supervision. (Prerequisite: MHC660)

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

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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites: Must be taken after core courses are completed or concurrently with last core course.

MKT655 (3.0 credit hours)

**Emerging Issues in Marketing**

The course is designed to help MBA students to 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 be exposed to the role of marketing in a modern organization and, through the use of cases, lectures, and market modeling assignments, will develop skills in planning and executing marketing programs. Students will examine marketing as a discipline by examining the development of marketing theories from both a 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.

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 DBA700 and MKT750)

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 DBA700 and DBA750)

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 DBA700 and DBA750)

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: PSY701)

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)

MPA500 (1.0 credit hour)

**Introduction to the Physician Assistant Profession**

This course is designed to introduce the physician assistant to various professional topics that affect the practicing physician assistant. The course focus is on the non-medical aspect of the profession such as: the history of the physician assistant profession, laws and regulations governing physician assistant practice and education, reimbursement issues and professional behavior. Legal and legislative issues are discussed including licensing, credentialing, national certification, professional liability and Physician Assistant program accreditation. Pre-requisites: Admission to the Physician Assistant Program

MPA502 (3.0 credit hours)

**Fundamentals of Diagnostic Methods**

The basic principles of radiology and imaging techniques such as plain radiographs, ultrasound, computed tomography and MRI images are reviewed. Normal and abnormal findings on these commonly ordered studies are emphasized. This course teaches the student how to read and interpret various forms of diagnostic imaging. Pre-requisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA510 (3.0 credit hours)

**Physical Diagnosis I**

Physical Diagnosis will explore the basic principles and skills required to perform a thorough physical examination and special diagnostic maneuvers. Normal physiologic and psychologic adult physical findings will be emphasized. Documentation and integration of the physical exam with interviewing skills will be stressed. Introduces the beginning practitioner to the skills of listening, communicating, data collecting and documenting patient encounters. Pre-requisites: MPA501

MPA511 (4.0 credit hours)

**Human Physiology**

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This is a comprehensive course covering the physiology of all major systems of the human body. Special emphasis is placed on the clinical application of this knowledge to patient management. Students will study the cell physiology through various organ systems. The focus will be on how each contributes to the normal functioning of the body as a whole. Pre-requisites: MPA501

MPA512 (3.0 credit hours)

### **Clinical Pathophysiology**

This course is designed to promote the understanding and application of fundamental disease processes in clinical settings. Students will study the essential mechanism and sequence of events leading to the development and functional changes associated with the disease process. General concepts of diseases, including etiology, pathogenesis, morphology and biochemistry will be discussed. General pathophysiology concepts including cell injury, necrosis, inflammation, wound healing, and neoplasia will be taught. The intention is to give the student a foundation for Clinical Medicine and a systematic study of disease processes involving relationships between pathophysiological changes and clinical manifestations. Pre-requisites: MPA501

MPA513 (5.0 credit hours)

### **Human Anatomy**

This course provides students with a thorough understanding of anatomy of the human body. There will be a strong emphasis on body cavities and organ systems including thorax, abdomen and pelvis. A study of the extremities and musculoskeletal systems is included. This course is a region oriented study of the structure and function of the human body with emphasis on anatomical concepts and relationships relevant to the practice of medicine. Pre-requisites: MPA501

MPA514 (1.0 credit hour)

### **Applied Learning Experience (ALE)**

The purpose of this course is to provide students an early opportunity to develop the skills necessary for the clinical education experience and ultimately for professional practice. Students will utilize classroom time to practice skills required to evaluate patients in a clinical setting. These skills include: Using medical resources for research of diseases/conditions, diagnostic and treatment plans, and evaluating adult and pediatric medications with dosing; Using diagnostic information; Developing history taking, documentation and oral case presentation skills, and; Recording medication logs. Students will be required to complete assignments and present an oral case.

MPA515 (1.0 credit hour)

### **Healthcare Research I**

This course is designed to teach the PA student basic statistical analysis skills, enabling the student to search, interpret and evaluate the medical literature, including its application to individualized patient care (ARC-PA standard b2.10). The course will involve researching published studies to evaluate the significance and validity of study methods, data, and literature as well as significance to clinical care.

MPA516 (1.0 credit hour)

### **Healthcare Research II**

This course is a continuation of MPA515, designed to teach the PA student basic statistical analysis skills, enabling the student to search, interpret and evaluate the medical literature, including its application to individualized patient care (ARC-PA standard b2.10). The course will

involve researching published studies to evaluate the significance and validity of study methods, data, and literature as well as significance to clinical care. Pre-requisite: MPA 515

MPA517 (1.0 credit hour)

### **Healthcare Research III**

This course is a continuation of MPA 515 and 516, designed to teach the PA student basic statistical analysis skills, enabling the student to search, interpret and evaluate the medical literature, including its application to individualized patient care (ARC-PA standard b2.10). The course will involve researching published studies to evaluate the significance and validity study methods, data, and literature as well as significance to clinical care. An evaluation of a research paper is submitted as a graded research project. Pre-requisite MPA 515, MPA516

MPA520 (3.0 credit hours)

### **Physical Diagnosis II**

This is a continuation of Physical diagnosis I. This course will explore the basic principles and skills required to perform a thorough physical examination and special diagnostic maneuvers. Normal physiological and psychological adult physical findings will be emphasized. The examination of children, adolescents, and the elderly will also be discussed. Actual gynecological, female breast and male genito-urinary examinations on live models are incorporated into this course. This course will focus on developing and refining communication and interviewing skills. Pre-requisite: MPA501, MPA510

MPA521 (3.0 credit hours)

### **Microbiology**

This course gives the student a detailed study of microorganisms and diseases they cause in man. An organ system approach is used to examine the fundamentals of pathogenicity, host response, epidemiological aspects of infectious disease, as well as clinical manifestations, diagnosis and treatment of infection. Pre-requisites: MPA501

MPA522 (3.0 credit hours)

### **Ethical and Legal Medicine**

This course allows the student to explore issues of medical practice. Students debate both sides of ethical issues of patient confidentiality, patient rights, the role of the physician assistant and other medical personnel, and differing values between patients and physician assistants. The student will learn to identify, analyze and resolve ethical dilemmas which will be encountered in professional practice. Issues will be examined using the basic principles of biomedical ethics, which include: respect for persons, truth telling, beneficence and integrity. Lectures in medical law and legal obligations of health professionals are presented. Pre-requisites: MPA500

MPA523 (2.0 credit hours)

### **Clinical Pharmacology**

The student will be introduced to the basic principles of pharmacology. Concepts to be covered will include mechanisms of action, absorption, distribution, metabolism, and excretion; pharmacokinetics, interaction with other drugs and with food; problems with special populations (prenatal, neonatal, and elderly); rational drug usage for clinical disorders (therapeutics); clinical measures and toxicology. Pre-requisites: MPA501

MPA 524 (5.0 credit hours)

### **Fundamentals of Clinical Medicine and Surgery I**

This is the first of three courses in Clinical Medicine and Surgery. This course will provide the student with a background in epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, and treatment of clinical disorders that are commonly encountered in the clinical practice setting, as well as frequently assessed on the Physician Assistant National Certification Exam (PANCE). Students will learn through in-class lectures, case studies, textbook readings, and supplemental material provided by the instructors. Topics covered include: Dermatology, Ears/Eyes/Nose/Throat, Musculoskeletal Disorders, and Infectious Disease. Pre-requisites: MPA501, MPA510, MPA511, MPA513

MPA525 (1.0 credit hour)

### **Clinical Laboratory Medicine I**

This course will focus on laboratory diagnostic test interpretation to encompass the exploration of relevant physiology and pathophysiology. Topics covered will include an introduction to cell biology, the principles of laboratory testing, immunology, genetics, serology, virology, hematology, coagulation, immunohematology, pulmonary function tests, lipid disorders, cardiac markers, metabolic chemistry panels, cerebrospinal fluid analysis, acid base disturbances, endocrine disorders, renal function tests and urinalysis. Pre-requisites: MPA501, MPA510, MPA511

MPA526 (2.0 credit hours)

### **Psychosocial Issues in Health Care**

This course will study diverse cultural, ethical and psychosocial issues. This course provides an opportunity to explore how cultural belief systems and values in multi-cultural society relate to the provision of appropriate health care and counseling. This course will explore the factors associated with communicating with and caring for individuals from different cultures, of opposite gender or of differing sexual preference. Topics include personality development from infancy through old age, the family's role in health care, sex and sexuality, abuse of substances and death and dying. Pre-requisites: MPA501, MPA510, MPA511, MPA520, MPA522, MPA524

MPA530 (3.0 credit hours)

### **Physical Diagnosis III**

This course is designed as a continuation of Physical Diagnosis I and II. It integrates the history taking and physical examination skills presented in semester one and two. Emphasis is on correlation of historical information, physical findings and pertinent laboratory results to formulate a diagnosis and a patient management plan. Students will develop these skills through analyzing and presenting clinical cases. Pre-requisites: MPA501, MPA510, MPA520

MPA531 (2.0 credit hours)

### **Principles of Electrocardiography**

This course focuses on teaching the PA student methods of analyzing the most common arrhythmias and abnormalities. The student will learn Normal Sinus Rhythm as well as arrhythmias such as AV-Blocks, LBBB, RBBB, LAHB, LVH, WPW, and changes seen in myocardial infarction.

MPA532 (2.5 credit hours)

### **Clinical and Surgical Procedures**

This laboratory based course is designed to teach students technical procedures frequently encountered in primary care, emergency medicine, and surgical settings such as intravenous canalization, suturing, urethral catheterization, splinting and casting and nasogastric lavage. This

course teaches methods of sterile technique, basic surgical procedures and care of the surgical patient. Pre-requisites: MPA501, MPA510, MPA511, MPA525, MPA535

MPA533 (4.0 credit hours)

### **Pharmacotherapeutics I**

This course is a study of hormonal agents, autonomic drugs, anesthetics, analgesics, anti-infective agents, antibiotics, hypnotics, cardiac drugs, vitamins, renal drugs and topical agents as well as the principles of pharmacokinetics, chemotherapy and toxicology. Both oral and intravenous modes of delivery are discussed. The basis of therapeutic and adverse effects of each class of drug will be discussed by system. The modification of drug action and adverse effects will also be discussed. It will examine the application of drugs for the treatment of respiratory, cardiovascular, endocrine, gastrointestinal and infectious diseases. Pre-requisites: MPA501, MPA523

MPA 534 (6.0 credit hours)

### **Fundamentals of Clinical Medicine and Surgery II**

This course is a continuation of Fundamentals of Clinical Medicine and Surgery. This course will provide the student with a background in epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, and treatment of clinical disorders that are commonly encountered in the clinical practice setting, as well as frequently assessed on the Physician Assistant National Certification Exam (PANCE). Students will learn through in-class lectures, case studies, textbook readings, and supplemental material provided by the instructors. Topics covered include: Hematology, Cardiology, Pulmonology, and Gastrointestinal disorders & Nutrition. Pre-requisites: MPA501, MPA510, MPA511, MPA513, MPA524

MPA535 (2.0 credit hours)

### **Clinical Laboratory Medicine II**

This is a continuation of Clinical Laboratory Medicine I. Examination of clinical laboratory medicine with emphasis on indications for tests, normal values, interpretation of results and correlation with clinical conditions. Pre-requisites: MPA501, MPA510, MPA511, MPA525

MPA536 (2.0 credit hours)

### **Health Promotion and Disease Prevention**

This course will provide comprehensive discussions on the principles of health promotion and disease prevention. The student will focus on issues of screening, prophylaxis, patient education, risk factor assessment, counseling, immunization requirement. The US Preventative Health Task Force goals and objectives will be discussed. Recommended guidelines and strategies for early disease screening will be addressed using a population-specific frame of reference designed to complement parallel learning experiences in Clinical Medicine, Physical Diagnosis, Genetics, Health Behavioral Counseling, Behavioral Dynamics, Women's Health and Pediatrics. Topics include control and prevention of communicable diseases relevant to the US population, toxicology, occupational health, environmental health, prevention of chronic conditions and violence as a public health problem. Pre-requisites: MPA501, MPA510, MPA511, MPA513, MPA515, MPA524

MPA540 (3.0 credit hours)

### **Clinical Psychiatry**

This course provides an overview of common clinical problems in psychiatry and psychopathology. The course includes sessions on psychoneuroses, psychosomatic disorders, behavioral disorders, psychotherapy and substance abuse. Pre-requisites: MPA500, MPA501, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA526, MPA533, MPA534

MPA543 (3.0 credit hours)

### **Pharmacotherapeutics II**

In this course the therapeutic and adverse effects of each class of drug will continue from the previous course. The process through which the government regulates drug approval and other relevant concerns will be addressed during this course. Preparation for appropriate administration/prescription of medicines is accomplished through a study of drug classifications, pharmacodynamic actions, and rational for therapeutic use of prescription and non-prescription medications. Pre-requisites: MPA501, MPA511, MPA513, MPA523, MPA533

MPA 544 (8.0 credit hours)

### **Fundamentals of Clinical Medicine and Surgery III**

This course is a continuation of Fundamentals of Clinical Medicine and Surgery. This course will provide the student with a background in epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, and treatment of clinical disorders that are commonly encountered in the clinical practice setting, as well as frequently assessed on the Physician Assistant National Certification Exam (PANCE). Students will learn through in-class lectures, case studies, textbook readings, and supplemental material provided by the instructors. Topics covered include: Endocrinology, Obstetrics & Gynecology, Genitourinary & Renal Disease, Neurology, Pediatrics, Emergency Medicine, Surgery, and Geriatrics. Pre-requisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA600 (5.0 credit hours)

### **Prenatal/ Gynecology CR**

This is a required five-week clinical rotation conducted in both the inpatient and outpatient settings. The physician assistant student while on this rotation will learn prenatal care, care of the Obstetric patient and assessment procedures for both maternal and fetal well-being. The student will also learn about gynecological disorders, as well as the diagnosis, treatment and management of disorders that afflict both the gynecological and obstetric patients. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Women's Health. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. Common gynecologic conditions, methods and effectiveness of contraception, cancer detection methods, and the diagnosis and treatment of sexually transmitted disease in the female are explored. The course also includes assigned readings and exercises. Pre-requisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA610 (5.0 credit hours)

### **Internal Medicine CR**

This is a required five-week clinical rotation conducted in both the inpatient and outpatient setting. The purpose of this rotation is to educate the physician assistant student in the diagnosis, management, and treatment of acute and chronic medical problems seen in the internal medicine practice. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Internal Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The

course also includes assigned readings and exercises. Pre-requisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA620 (5.0 credit hours)

### **Surgery CR**

This is a required five-week clinical rotation conducted in both the clinical and hospital setting. This clinical rotation will provide an orientation to the diagnosis and management of health conditions best alleviated by surgical intervention. Preoperative care is emphasized along with the care of surgical wounds and minimizing post-operative complications. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Surgery. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Pre-requisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA630 (5.0 credit hours)

### **Emergency Medicine CR**

This is a required five-week clinical rotation which takes place in the Emergency department setting. This rotation will provide an introduction to the appropriate triage and management of trauma and acute medical problems in both children and adults. Students will learn to establish priorities while simultaneously diagnosing and treating critically ill patients. Physical examination skills and mastery of techniques and procedures essential to managing life-threatening illness and injury are emphasized. Basic and advanced ventilatory assistance, cardiopulmonary resuscitation, fluid and electrolyte management are stressed. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Emergency Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. Laboratory sessions are used to familiarize the student with aseptic technique and basic surgical procedures such as airway control, various catheter placements, surgical bleeding control and wound management. The course also includes assigned readings and exercises. Pre-requisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA640 (5.0 credit hours)

### **Pediatrics CR**

This is a required five-week clinical rotation conducted in outpatient and/or inpatient setting. This rotation provides an examination of the child development from birth to adolescence. The well-child examination along with the recognition and management of common childhood illness as well as health maintenance, psycho-social and behavioral issues parent and patient education will be stressed. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Pediatrics. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical

literature. The course also includes assigned readings and exercises. Pre-requisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA650 (5.0 credit hours)

**Family Medicine CR**

This is a required five-week clinical rotation conducted in primarily an outpatient setting. This rotation will entail integration of the biologic, psychiatric and social aspects of medicine with the practice of outpatient care for patients of all ages. Care of underserved, chronically ill, and medically vulnerable patient populations will be the center of focus. Students will integrate family systems theory with the practice areas of outpatient medicine, pediatrics, obstetrics and gynecology. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Family Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Pre-requisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA660 (5.0 credit hours)

**Psychiatry CR**

This is a required five-week clinical rotation conducted in both the inpatient and outpatient clinical setting. This supervised clinical rotation provides the student the opportunity to see a variety of patients with mental health problems. The Psychiatry rotation allows the student to experience assessing and counseling patients with a variety of behavioral and psychological conditions, as well as the opportunity to participate in treatment-plan formulation and exploration of social and community resources. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Psychiatry. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544.

MPA670 (5.0 credit hours)

**Elective 1 CR**

This is a required five-week clinical rotation that allows the student the opportunity to either choose a new field of study or to explore and gain intensive experience in one of the core practice areas of medicine. The Physician Assistant Program must approve clinical rotation placements. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Pre-requisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512

MPA680 (5.0 credit hours)

**Elective 2 CR**

This is a required five-week clinical rotation that allows the student the opportunity to either choose a new field of study or to explore and gain intensive experience in one of the core practice areas of medicine. The Physician Assistant Program must approve clinical rotation placements. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Pre-requisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA691 (2.0 credit hours)

**Certification Examination Review**

This comprehensive examination is a capstone of the physician assistant program. The purpose of the exam is two-fold. First, to ascertain if the student has both the broad and specific knowledge expected of someone holding a master's degree. Second, to determine whether the student has been able to integrate knowledge obtained from individual courses into unified concepts, which link the students own specialization to other fields of study. A written examination will be administered as a final evaluation of the student's progress. These tests are also designed to prepare the graduate for the NCCPA examination. This is a four day board review course presented by PA Program faculty, physician faculty, community physicians and community PA's. It is modeled on the PANCE blueprint and provides a review in preparation for the Physician Assistant National Certifying Examination. Pre-requisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534, MPA544.

MPA692 (1.0 credit hour)

**Clinical Transition**

This course will prepare the student for transition into physician assistant practice. The course will discuss state licensing and national boards, interviewing and finding a job, physician assistant disciplines, the job market, malpractice options, salary negotiations, rural health clinics, student loan reduction through government loan repayment plans, and physician assistants in academia. Students will examine the future of the physician assistant profession and their role as healthcare providers. Pre-requisites: Completion of all required course in the Physician Assistant program.

MPA695 (2.0 credit hours)

**Summative Evaluation**

The summative evaluation course will evaluate each student's cognitive and psychomotor skills. The course is designed to assess the student's ability to demonstrate effective history and physical examination skills, develop differential diagnoses, and initiate appropriate treatment plans in a variety of scenarios. The students will be tested in clinically simulated environments to ensure that they have acquired, over the course of the Physician Assistant program, the skills necessary to work in a clinical setting. Pre-requisites: Taken in the last semester of enrollment.

MTL520 (3.0 credit hours)

**Information Systems Management**



This course is designed to teach students project management and system lifecycle management practices used in the management of business information systems. Students will learn steps, concepts, and terminology used in project management and necessary for Project Management Professional certification. Students will gain experience creating standard project management plans, documents, schedules and proposals, and have hands-on exercises using management tools such as Microsoft Project. Students will also learn important skills for project estimation, progress tracking, estimating return-on-investment, and prioritization. Students will be tested on their knowledge of PMP standards and assessed on their ability to use Microsoft Project and to create acceptable plan documents. Pre-requisite: ISS510

MTL530 (3 Credits)

### **Computer Security**

This course is designed to allow students to explore all aspects of computing and communications security, including policy, authentication, authorization, administration, and business resumption planning. It will examine key security technologies, such as encryption, firewalls, public-key infrastructures, smart cards, and related technologies that support the development of an overall information system security architecture. Course work will include plans for developing and implementing a technology security strategy focused on the business needs. Pre-requisite: ISS510

MTL650 (3 Credits)

### **Social, Legal, Ethical Issues and the Internet**

This course is design to teach the social, ethical, and legal issues involved in the handling of information and when conducting business electronically in regional, national, and global markets. Students will learn to identify and address social and ethical issues, and how international law and professional codes of conduct can be applied. Students will be taught the legal restrictions and differences between national legal standards in the handling of protected and private information, and intellectual property. Students will demonstrate their skill and understanding in written assignments, where they must apply codes and standards of practice to case studies posing real world challenges. Pre-requisites: ISS510, ISS655, MTL530

MTL655 (3 Credits)

### **Data Warehousing**

This course is designed to introduce students to data warehousing and relative concepts. Students will learn about the significant requirement efforts to prepare the data from its original source systems, transform, clean, etc. Students will learn about the front end tools available and how these tools make it possible to do extensive ad hoc reporting. Pre-requisite: ISS510

MTL665 (3 Credits)

### **Service Oriented Architecture**

This course is designed to give the students a working knowledge of the emerging field of Service Oriented Architecture. Students will learn the technologies, standards, and protocols, including Web Services communication languages, common services available, service infrastructure components, and communication and architectural styles. Pre-requisite: ISS510

MTL675 (3 Credits)

### **Cloud, Virtualization and Mobile Services**

This course discusses the concepts of cloud computing, mobile content delivery and virtual enterprise technologies. Topics include: public and private cloud migration strategies, mobile client implementation, and secure virtualization practices. Pre-requisites: ISS510, ISS520, MTL530

MTL690 (3 Credits)

**Capstone Project Information Technology Leadership**

Serving as the capstone for the Master of Science in Information Technology Leadership, this course addresses emerging technology topics and explore how to align business related problems to the investment and implementation of the appropriate technology. Pre-requisites: Completion of all required core courses.

NUR500 (3.0 credit hours)

**Professional Development of the Advanced Practice Nurse**

This course introduces students to advanced nursing practice and prepares them for transition into advanced nursing practice. Students will examine the competencies of advanced practice nursing, the essentials of advanced practice nursing education, the regulation and scope of practice for advanced practice nursing, ethical and legal concepts, and evolving professional role development. (Program co-requisite.)

NUR501 (3.0 credit hours)

**Leadership and Professional Development in Nursing**

This course introduces students to caring scholarly nursing practice and professional role development. It compares and contrasts advanced generalist practice and advanced practice nursing in academia, organizations, government and other settings. Students will construct a customized career trajectory for focused program study. Explores a variety of nursing career paths to enable students to develop goals and plan for professional progression after graduation. (Program co-requisite.)

NUR502 (3.0 credit hours)

**Nursing Theory for Research and Nursing Practice**

This course focuses on the philosophical and theoretical foundations for advanced practice nurses, provides an overview of the development and relationship of nursing theory, research and practice. Students will examine the process by which theory and research is critically appraised and translated into evidence-based practice. The course appraises research for outcomes relevant to contemporary nurse situations. Course provides a foundation to design the final capstone project. Co-requisite: NUR501

NUR510 (3.0 credit hours)

**Health Promotion and Disease Prevention**

The course focus is to reinforce preventative health practices which proactively prevent illness and disease. Explores contemporary health initiatives aimed at promoting healthy populations and the elimination of health disparities. Examines disease prevalence found in specific racial and ethnic groups. Supports developing population based and/ or work based prevention projects leading to improved health outcomes. Pre-requisite: NUR500 or NUR501

NUR520 (3.0 credit hours)

**Health Systems, Policy and Resource Management**

This course combines the study of contemporary health care policies, finance and health care systems; exploring key stakeholder's roles in health care. Students will defend, appraise, and critique current health care reform initiatives. The course will provide an opportunity to interpret divergent views for equitable healthcare access for all members of society. Pre-requisite: NUR500 or NUR501

NUR530 (3.0 credit hours)

**Quality Improvement and Patient Safety**

This course explores modern initiatives aimed at improving quality and patient safety in the healthcare environment. Students will appraise governing agencies and partners committed to ensuring public safety across healthcare settings. Specific emphasis is to empower nurse professionals to create caring safe working environments. Pre-requisite: NUR500 or NUR501

NUR540 (3.0 credit hours)

**Human Diversity, Global Health, and Social Issues**

The course examines and explores human diversity, cultural differences, and ways to incorporate culturally responsive care in today's healthcare practice settings. Exploration of global health, social issues, and identified health disparities will be integrated to empower students to advocate for best transcultural nursing practices. Transformational learning is facilitated for synthesis of caring and transcultural nursing theories leading to reflective professional practice. Co-requisite: NUR501

NUR602 (3.0 credit hours)

**Primary Health Care of the Family I**

This course prepares the student to become a provider of primary health care to families of young adults, adults, and older adults across health care settings. The primary focus of the course is on the application of theoretical principles, assessment skills, critical thinking, evidenced-based practice guidelines, and comprehensive treatment programs for young, middle, and older adults with high-prevalence illnesses including ear, nose, throat disorders, pulmonary disorders, cardiac disorders, gastrointestinal disorders, and genetic disorders. Pre-requisite: NUR500, NUR650, NUR660, NUR661, NUR670, NUR671. Co-requisite: NUR602A

NUR602A (2.0 credit hours/120 clinical hours)

**Primary Health Care of the Family I Practicum**

This course focuses on the application of knowledge gained in the classroom from the co-requisite course, Adult Health One Primary Care. Screenings, health maintenance, and management of health problems in young adults, adults, older adults and their families will make-up the clinical experiences of this course. Pre-requisites: NUR500, NUR650, NUR660, NUR661, NUR670, NUR671. Co-requisite: NUR602

NUR603 (3.0 credit hours)

**Primary Health Care of the Family II**

This course prepares the student to become a provider of primary health care to families of young adults, adults, and older adults across health care settings. The primary focus of the course is on the application of theoretical principles, assessment skills, critical thinking, evidenced-based practice guidelines, and comprehensive treatment programs for young, middle, and older adults with high-prevalence illnesses including musculoskeletal disorders, neurological disorders, hematological disorders, rheumatic disorders, oncology illnesses, and mental health disorders. Students will gain expertise as an educator, patient advocate, and change agent. Pre-requisites: NUR500, NUR602, NUR 602A, NUR650, NUR660, NUR661, NUR670, NUR671. Co-requisite: NUR603A

NUR603A (2.0 credit hours/120 clinical hours)

**Primary Health Care of the Family II Practicum**

This course focuses on the application of knowledge gained in the classroom from the co-requisite course, Primary Health Care of the Family II. Screenings, health maintenance, and management of health problems in young adults, adults, older adults and their families will make-up the clinical experiences of this course. Students will gain expertise as an educator, patient advocate and change agent. Pre-requisites: NUR500, NUR602, NUR 602A, NUR650, NUR660, NUR661, NUR670, NUR671. Co-requisite: NUR603

NUR604 (3.0 credit hours)

### **Primary Health Care of the Family III**

The course focus is on the care of families of children and adolescents with common acute and behavior problems. Course content focuses on health promotion, illness prevention, and the treatment of episodic problems from infancy through adolescence in primary care. Clinical management, available resources for patients, and the impact of illness on families are highlighted. Pre-requisites: NUR500, NUR602, NUR 602A, NUR603, NUR603A NUR650, NUR660, NUR661, NUR670, NUR671. Co-requisite: NUR604A

NUR604A (2.0 credit hours/120 clinical hours)

### **Primary Health Care of the Family III Practicum**

This course focuses on the application of knowledge gained in the classroom from the co-requisite course, Primary Care of the Family III. Using a family-centered care approach, students experience well-child visits, age-appropriate screenings with anticipatory guidance, and the management of common, acute pediatric injuries and illnesses (including behavioral problems) during this clinical practicum. Students will examine pediatric conditions that warrant further evaluation outside of their primary care scope of practice. Pre-requisites: NUR500, NUR602, NUR 602A, NUR603, NUR603A NUR650, NUR660, NUR661, NUR670, NUR671. Co-requisite: NUR604

NUR605 (3.0 credit hours)

### **Primary Health Care of the Family IV**

This course presents the management of common episodic and chronic health problems in women. Students will incorporate the patient and family developmental stage, psychosocial strengths, lifestyle variations, environmental stresses, cultural diversity and the available resources of the patient and the family in their approach to this population. Critical analysis of these problems will form the foundation for advanced practice nursing intervention and health promotion. Pre-requisites: NUR500, NUR602, NUR 602A, NUR603, NUR603A, NUR604, NUR604A, NUR650, NUR660, NUR661, NUR670, NUR671. Co-requisite: NUR605A

NUR605A (3.0 credit hours)

### **Primary Health Care of the Family IV Practicum**

This course focuses on the application of knowledge gained in the classroom from the co-requisite course Primary Care of the Family IV. Clinical experiences for this course will include screenings, health maintenance, health promotion and management of common health problems in females across the lifespan. Pre-requisites: NUR500, NUR602, NUR 602A, NUR603, NUR603A, NUR604, NUR604A NUR650, NUR660, NUR661, NUR670, NUR671. Co-requisite: NUR605

NUR650 (3.0 credit hours)

### **Advanced Pathophysiology for Practice**

This course explores the etiology, pathogenesis, and clinical manifestations of specific disease manifestations to advance existing knowledge of pathophysiologic processes underlying human illness. Students will gain a deeper understanding of the mechanisms of physiological changes

associated with altered health status. It is intended to facilitate an understanding of the consequences of the pathologic processes on the structure and function of the human body relevant to nursing practice. The course of study is designed to review the most current knowledge of pathophysiology and strengthen student's knowledge of advanced physiological concepts. Pre-requisite: NUR500 Co-Requisite: NUR660.

NUR660 (3.0 credit hours)

### **Principles of Pharmacology for Advanced Practice**

This course is designed to provide students with the foundation of advanced pharmacology and with the knowledge that is required for rational drug selection and safe patient monitoring. Legal and professional issues for the advanced practice nurse as prescriber are incorporated. Ethnopharmacology, pharmacogenetics, pharmacoeconomics and complimentary alternative therapies are highlighted and the pharmacokinetics, pharmacodynamics and pharmacotherapeutics for specific drug classes are examined. Pre-requisites: NUR500, Co-requisite: NUR650.

NUR661 (3.0 credit hours)

### **Principles of Pharmacology for Advanced Practice II**

This course builds upon the knowledge gained in NUR661 and explores the use of medications from a disease process format, including the pathophysiology of common illnesses seen in primary care and the goals of treatment. Special consideration is given to the management of age related variables (patients across the lifespan), to gender variables, and to the treatment of pain. NUR500, NUR650, NUR660. Co-requisite: NUR670.

NUR670 (3.0 credit hours)

### **Advanced Health Assessment for Best Practice**

This course provides students with the theoretical foundation of family assessment. Family life-cycle stages are examined in conjunction with ethnic, cultural, racial, and sexual diversity considerations. Students examine advanced assessment for individuals from across the lifespan in the spectrum of health and illness through history taking and physical examination. Common laboratory and diagnostic studies will be explored with emphasis on the indication for tests, interpretation of results and correlation with clinical conditions and clinical care guidelines for health maintenance and disease management. Pre-requisites: NUR500, NUR650, NUR660. Co-requisite: NUR661.

NUR671 (3.0 credit hours)

### **Advanced Health Assessment and Diagnostic Reasoning**

The course focuses on symptom analysis and the integration of findings from the health history, physical examination and from diagnostic studies to develop differential diagnoses and care management plans for patients across the lifespan. Students will develop these skills through problem based learning by analyzing and discussing/presenting clinical case studies. Students prepare for their clinical practica in the clinical simulation environment to learn advanced practice, technical clinical skills. Students' history and physical examination skills are evaluated in objective structured clinical examinations prior to starting clinical practica. Pre-requisites: NUR500, NUR650, NUR660, NUR661, NUR670.

NUR680 (3.0 credit hours)

### **Research for Evidence Based Practice and Outcome Management**

This course focuses on application of research principles and planning to integrate best research evidence, including patient directed clinical decision making. Students will complete CITI

certification, develop a topic of interest, critique research, and apply principals of qualitative and quantitative scholarly inquiry. Pre-requisite: NUR500 or NUR501  
NUR690 (3.0 credit hours)

### **Translating Research into Practice: Outcomes Management**

Students will synthesize all prior Masters level coursework culminating in the planning, development and completion of an evidenced-based project of choice. The course will assist students to identify opportunities for improvement in their clinical practice setting. Students will implement an outcomes-based project incorporating a review of current data, best practices in other settings, and current evidence from the literature. Course assignments include a scholarly paper and poster suitable for professional presentation. Prerequisite NUR680

NUR691 (3.0 credit hours)

### **Family Nurse Practitioner Integration**

This course is the final synthesis and integration of advanced practice nursing knowledge (theoretical and clinical) in the primary care management of individuals and families across the lifespan. Business practice, entry into the work-force as an Advanced Practice Nurse and preparation for certification examination are highlighted. Summative evaluation of students' cognitive and psychomotor skills will occur in clinically simulated environments. Pre-requisites: NUR 500, NUR602, NUR 602A, NUR603, NUR603A, NUR604, NUR604A, NUR605, NUR605A, NUR 650, NUR660, NUR661, NUR670, and NUR671. Taken in the last term of enrollment. Co-requisite: NUR691A.

NUR691A (3.0 credit hours/150 credit hours)

### **Family Nurse Practitioner Integration Practicum**

Students function at an independent level in collaboration with their preceptor through their final clinical experiences with patients across the lifespan, in preparation for the responsibilities of the entry level family nurse practitioner. NUR 500, NUR602, NUR 602A, NUR603, NUR603A, NUR604, NUR604A, NUR605, NUR605A, NUR 650, NUR660, NUR661, NUR670, and NUR671. Taken in the last term of enrollment. Co-requisite: NUR691

NUR700 (3.0 credit hours)

### **Introduction to Doctor of Nursing Practice & DNP Project**

This course introduces students to the Doctor of Nursing Practice (DNP) program and prepares them for transition to the highest level of nursing practice. Students will examine and evaluate the various roles of the DNP-prepared nurse including independent clinical practice, administration, and systems/organizational leadership. They will analyze the concepts and competencies that provide the essential framework for DNP education and practice. During this course, students will begin preparation for their evidence-based DNP Project.

NUR701 (3.0 credit hours)

### **Advocacy, Leadership, & Ethics in Advanced Practice**

This course prepares students to promote change using advanced knowledge of the political process as it applies to community, governmental, and organizational systems. Students will learn to enact leadership, critical thinking, and advanced communication skills to improve health outcomes as they advocate for social justice, equity, and ethical policies within all healthcare arenas. The principles of ethics and effective strategies for managing ethical dilemmas inherent in patient care, health care organizations, and research will be examined. Pre-requisite: NUR700

NUR702 (3.0 credit hours)

**Scientific Underpinnings of Evidence-based Practice**

This course prepares students to integrate nursing science with knowledge from ethics and the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice. Students will use evidence-based theories and concepts from nursing and other disciplines to study health care delivery phenomena and their outcomes. Analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for high quality practice will be examined. Pre-requisite: NUR700

NUR703 (3.0 credit hours)

**Epidemiology and Biostatistics in Health Care**

This course prepares students to evaluate disease states, outcomes, and prevention methods using epidemiologic principles. Students will learn concepts and utilization of descriptive and inferential statistics for evidence-based practice to evaluate outcomes of interprofessional practice, practice patterns, and systems of care. This will enable them to utilize information systems to appraise quality improvement methodologies and interpret research to promote safe, timely, effective, efficient, equitable, and patient-centered care. Pre-requisite: NUR700

NUR704 (3.0 credit hours)

**Organizational Management, Quality, & Safety**

This course introduces students to the concepts of practice and organizational management. Students will explore diverse health care organizational cultures and analyze the impact of practice policies on population health outcomes. They will be prepared to lead in the development and implementation of effective practice-level and/or system-wide initiatives that will improve the quality and safety of health care delivery for the populations they serve. Pre-requisite: NUR700

NUR705 (3.0 credit hours)

**Information Management in Evidence-based Practice**

This course prepares students to provide leadership in the selection, use, and evaluation of patient, consumer, and organizational information technology systems as they relate to programs of care, outcomes of care, and care systems. Students will demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and other large databases. They will be prepared to lead in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information technology, communication networks, and patient care technology. Pre-requisite: NUR700

NUR706 (3.0 credit hours)

**Economics & Business Planning for Advanced Practice**

This course focuses on the principles of health care economics and finance and their effects on global, national, state, and local health care systems and organizations. Students will learn to employ business, finance, economic, and organizational science to lead practice management efforts, and develop business plans for independent and/or organizational practice. They will be able to evaluate the cost-effectiveness of care and design realistic budget(s) for practice-level or system-wide initiatives. Pre-requisite: NUR700

NUR711 (3.0 credit hours)

**Adult Teaching and Learning**

This course provides the foundation for education of adult students, who have unique learning and intelligence styles. State of the art teaching techniques and educational tools that encourage active learning will be examined. Students will learn to design lesson plans, create objective measures of student achievement, and provide affirmative environments for learning.

\*It is recommended that graduates of practice-focused nursing programs who aspire to hold a faculty position have additional preparation in the educator role, such as a post-Master's nurse educator certificate program.

NUR712 (3.0 credit hours)

### **Acute and Emergent Health Problems**

This course prepares students with advanced knowledge of acute physical conditions, including newly emerging disorders that have the potential to affect patients in the U.S. Topics will include surveillance, evaluation, and treatment of vector, water, and food borne infections, vaccine-preventable conditions, and microbial illnesses.

NUR713 (3.0 credit hours)

### **Health Care Administration**

This course prepares students in advanced areas of finance, technology, marketing, human resources, and project management relevant to administrators working in health care entities. Students will gain an understanding of required health care administration competencies including leadership, communication/relationship management, professionalism, business knowledge and skills, and knowledge of the health care environment.

NUR801 (1.0 credit hour)

### **DNP Project I: Topic & Literature Review**

Students in this course will choose the topic and format of their DNP Project. Each student will work with faculty to form a DNP Project team. The DNP project may take many forms depending on each student's specialized area of practice and interest, in addition to community and organizational needs in the student's geographical area. The student will conduct a critical review of literature relevant to the proposed project, and begin writing the DNP Project Paper. Prerequisite: NUR700

NUR801A (2.0 credit hours)

### **Practice Immersion I**

This course will provide students with the opportunity to apply, integrate, and synthesize the DNP Essentials necessary to demonstrate the leadership, communication, and team practice capabilities that are critical to advanced nursing practice, within 120 clinical hours (15 hours per week). Meaningful student engagement will occur, allowing the student to build and assimilate knowledge for advanced nursing practice at a high level of complexity. During this course students will work with a preceptor in an organizational setting who will provide in-depth mentorship. Co-requisite: NUR801

NUR802 (1.0 credit hour)

### **DNP Project II: Methodology & IRB Submission**

This course focuses on developing an appropriate methodology for the DNP Project. A proposal delineating the project problem/issue, conceptual framework, and methodology will be presented to the DNP Proposal Review Committee to ensure that the proposed project meets expected requirements, scope, and focus. Students will continue writing the DNP Project Paper. Prerequisite: NUR801



NUR802A (2.0 credit hours)

**Practice Immersion II**

This course will provide students with the opportunity to apply, integrate, and synthesize the DNP Essentials necessary to demonstrate the leadership, communication, and team practice capabilities that are critical to advanced nursing practice, within 120 clinical hours (15 hours per week). Meaningful student engagement will occur, allowing the student to build and assimilate knowledge for advanced nursing practice at a high level of complexity. During this course students will work with a preceptor in a community setting who will provide in-depth mentorship. Co-requisite: NUR802

NUR803 (1.0 credit hour)

**DNP Project III: Implementation**

During this course students will work with practice mentors to implement their planned DNP projects, and collect and analyze relevant data within 60 clinical hours (7.5 hours per week). Students will continue writing the DNP Project Paper. Pre-requisite: NUR802

NUR803A (2.0 credit hours)

**Practice Immersion III**

This course will provide students with the opportunity to apply, integrate, and synthesize the DNP Essentials necessary to demonstrate the leadership, communication, and team practice capabilities that are critical to advanced nursing practice, within 120 clinical hours (15 hours per week). Meaningful student engagement will occur, allowing the student to build and assimilate knowledge for advanced nursing practice at a high level of complexity. During this course students will work with a preceptor in a team project setting who will provide in-depth mentorship. Co-requisite: NUR803

NUR804 (1.0 credit hour)

**DNP Project IV: Evaluation of Outcomes & Dissemination**

This final DNP Project course will include both evidence-based evaluation of DNP Project results and dissemination of the Project. Dissemination may take many forms, including webinar/video presentation, poster or podium presentation, executive summary to stakeholders, publication in print or online media, or grand rounds. Students will complete the DNP Project Paper during this course. Pre-requisite: NUR803

NUR804A (2.0 credit hours)

**Practice Immersion IV**

This course will provide students with the opportunity to apply, integrate, and synthesize the DNP Essentials necessary to demonstrate the leadership, communication, and team practice capabilities that are critical to advanced nursing practice, within 120 clinical hours (15 hours per week). Meaningful student engagement will occur, allowing the student to build and assimilate knowledge for advanced nursing practice at a high level of complexity. During this course students will work with a preceptor in their area of greatest interest; this may be a preceptor from a previous Practice Immersion course. Co-requisite: NUR804

OTH3000 (4.0 credit hours)

**Foundations of Occupational Therapy**

This course presents the functions, development and professional ethics, values and responsibilities of the profession. History, concepts, trends, and current practices of the profession and types of employment in various health care systems are discussed. Prerequisite:

Admission to the MSOT program. OTH3000 may be taken concurrently with up to two (2) co-requisite courses

OTH3036 (3.0 credit hours)

### **Occupational Perspectives on Health**

This course introduces students to health from an occupational perspective. The potential places of occupation-based initiatives in public health are discussed. The course discusses a different way to understand health in the light of how, what, and why people spend time and effort in “doing, being, and becoming” through engagement in occupations. The course explores the relationship between occupation, health, illness, and health care, the potential importance to public health of these relationships, and how this should be addressed by occupational therapists. Prerequisite: Admission to the MSOT program. OTH3036 may be taken concurrently with up to two (2) co-requisite courses

OTH4517 (3.0 credit hours)

### **Health Care Management**

In this course students are introduced to historical and current perspectives of management. This course familiarizes students with managerial skills in occupational therapy, evaluation of occupational therapy delivery systems, strategies planning, and financial planning and management. Prerequisite: Admission to the MSOT program. OTH4517 must be taken concurrently with OTH4758 and in addition all pre-requisite/co-requisite courses must be completed.

OTH4758 (3.0 credit hours)

### **Life Balance: Multidisciplinary Theories & Research**

In this course students have the opportunity to learn about the importance of balance in life. The students learn and analyze life balance from different perspectives, learned concepts of how to measure life balance, conceptualize life balance, learn how to help special populations to balance their lives, and address the needs for future research on life balance. Prerequisite: Admission to the MSOT program. OTH4758 must be taken concurrently with OTH4517 and in addition all pre-requisite/co-requisite courses must be completed.

OTH4716 (3.0 credit hours)

### **Leadership in Occupational Therapy**

This course builds on OTH4517 Health Care Management. Students learn concepts of development of management, leadership, and consultation roles for occupational therapy services. This course provides an in-depth overview of the management functions necessary for the occupational therapist. Topics include: management styles, team building and conflict resolution, organizational systems, budgeting, reimbursement, facility design, clinic maintenance, human resources, staffing patterns, policies and procedures, marketing, needs assessment, risk management, and program evaluation. OTH4716 must be taken concurrently with OTH4759. Prerequisites: OTH3000: OTH3036; OTH4517, OTH4758

OTH4759 (4.0 credit hours)

### **Evidence Based Approaches in Occupational Therapy**

This course allows students to analyze available research in occupational therapy and related fields to further develop critical thinking, writing skills, and ethical research practices. Students explore and select a scholarly research project topic. OTH4759 must be taken concurrently with OTH4716. Prerequisites: OTH3000: OTH3036; OTH4517, OTH4758

OTH5243 (4.0 credit hours)

**Functional Human Motion**

This course is a study of the musculoskeletal system with special emphasis on body mechanics and the mechanical principles of human motion. Labs include practice and demonstration of the ability to perform range of motion measurements with goniometers and test muscle strength through manual muscle testing. OTH5243 must be taken concurrently with OTH5445. Prerequisites: OTH3000: OTH3036; OTH4517; and OTH4758 OTH5445 (3.0 credit hours)

OTH5445 (3.0 credit hours)

**Assistive Technology in Occupational Therapy**

Students are introduced to and learn the uses of technology and engineering to foster independent living through assistive devices, environmental modification, and architectural designs. Students explore how the non-human environment impacts sensory processing, cognitive functioning, perception, interpersonal processes and mobility, as well as how environmental adaptations and assistive technologies help to compensate for disability and enhance functional performance. This course offers an examination of the role of the occupational therapist within the context of use of technology as it impacts activities of daily living. Students learn to design, evaluate and select safe and effective assistive technologies to assist with the components of self-care, work and leisure performance areas. It is designed to provide a basic understanding of various types of technologies, user populations and environments. OTH5445 must be taken concurrently with OTH5243. Prerequisites: OTH3000: OTH3036; OTH4517; and OTH4758

OTH5245 (4.0 credit hours)

**Neuroanatomy for Occupational Therapy**

The focus of this course involves a study of the development, structure and function of the human nervous system. This course examines the central, autonomic, and peripheral nervous system from an anatomical and physiological perspective as it relates to human performance. OTH5245 must be taken concurrently with OTH5352. Prerequisites: OTH3000: OTH3036; OTH4517; OTH4758; OTH4716; OTH4759; OTH5243; and OTH5445

OTH5352 (4.0 credit hours)

**Occupational Therapy Process: Mental Health**

This course provides students with a comprehensive foundation for the practice in occupational therapy for persons with mental health problems. This course is designed to provide students with the tools and knowledge needed for clinical reasoning in the selection of assessments and treatments for individuals with cognitive and neuropsychiatric disorders. In this course emphasis will be placed on mental health treatment and prevention services for children, youth, the aging, and those with severe and persistent mental illness. OTH5352 must be taken concurrently with OTH5245. Prerequisites: OTH3000: OTH3036; OTH4517; OTH4758; OTH4716; OTH4759; OTH5243; and OTH5445

OTH5428 (4.0 credit hours)

**Occupational Therapy Process: Physical Disabilities**

This course focuses on assessment, treatment planning, intervention, documentation, and discharge planning processes associated with adult orthopedic and neuro-rehabilitation. Relevant theories, models, and frames of reference associated with adult rehabilitation are discussed and applied. This course emphasizes outcomes assessment and ethical decision-making. OTH5428 must be taken concurrently with OTH5853. Prerequisites: OTH3000: OTH3036; OTH4517; OTH4758; OTH4716; OTH4759; OTH5243; and OTH5445

OTH5853 (3.0 credit hours)

**Fieldwork I, Part I (Adults)**

This course involves fieldwork placement in a clinical or community setting. Students observe clinical practice and develop clinical skills under the supervision of an occupational therapy practitioner. Documentation skills are further refined. OTH5853 must be taken concurrently with OTH5428. Prerequisites: OTH3000: OTH3036; OTH4517; OTH4758; OTH4716; OTH4759; OTH5243; and OTH5445

OTH5604 (4.0 credit hours)

**Occupational Therapy Process: Geriatric**

This course focuses on the assessment, treatment planning, intervention, documentation, and discharge planning processes associated with older adult orthopedic and neuro-rehabilitation. Relevant theories, models, and frames of reference associated with older adult rehabilitation are discussed and applied. This course emphasizes outcomes assessment and ethical decision-making. OTH5604 must be taken concurrently with OTH5519. Prerequisites: OTH3000: OTH3036; OTH4517; OTH4758; OTH4716; OTH4759; OTH5243; OTH5445; OTH5245; OTH5352; OTH5428, and OTH5853

OTH5519 (4.0 credit hours)

**Occupational Therapy Process: Pediatric**

This course introduces students to evidence-based evaluations and interventions for children and their families in school-based, hospital, rehabilitation-based settings, and community-based practice locations. This course emphasizes outcomes assessments and ethical decision-making. OTH5519 must be taken concurrently with OTH5604. Prerequisites: OTH3000: OTH3036; OTH4517; OTH4758; OTH4716; OTH4759; OTH5243; OTH5445; OTH5245; OTH5352; OTH5428, and OTH5853

OTH5854 (3.0 credit hours)

**Fieldwork I, Part II (Pediatric/Adolescent)**

This course involves fieldwork placement in a clinical or community setting. Students observe clinical practice and develop clinical skills under the supervision of an occupational therapy practitioner. Documentation skills are further refined. OTH5854 must be taken concurrently with OTH6770. Prerequisites: OTH3000: OTH3036; OTH4517; OTH4758; OTH4716; OTH4759; OTH5243; OTH5445; OTH5245; OTH5352; OTH5428, and OTH5853

OTH6770 (2.0 credit hours)

**Applied Research in Occupational Therapy**

The purpose of this course is to familiarize students with integral components of research, data collection, and research writing.

OTH6770 must be taken concurrently with OTH5854. Prerequisites: OTH3000: OTH3036; OTH4517; OTH4758; OTH4716; OTH4759; OTH5243; OTH5445; OTH5245; OTH5352; OTH5428, and OTH5853

OTH6937 (1.0 credit hour)

**Fieldwork Seminar I**

Students participate in online discussions with faculty and each other to address all their needs in relation to Fieldwork II, Part I and to compare and contrast their various learning experiences. OTH6937 must be taken concurrently with OTH6941. All courses from previous semesters must be successfully completed prior to enrolling in OTH6937 and OTH6941

OTH6938 (1.0 credit hour)

**Fieldwork Seminar II**

Students participate in online discussions with faculty and each other to address all their needs in relation to Fieldwork II, Part II and to compare and contrast their various learning experiences. OTH6938 must be taken concurrently with OTH6942. All courses from previous semesters must be successfully completed prior to enrolling in OTH6938 and OTH6942

OTH6941 (6.0 credit hours)

**Fieldwork Level II, Part I**

The purpose of this 12-week fieldwork experience is to integrate coursework into clinical practice to ensure that students demonstrate functional development of entry-level practice skills. Students must demonstrate enhanced awareness of critical thinking and problem-solving skills in their ability to analyze and apply acquired knowledge to effect change in clients' occupational performance, in addition to the ability to modify targeted outcomes based on client needs. OTH6941 must be taken concurrently with OTH6937. All courses from previous semesters must be successfully completed prior to enrolling in OTH6941 and OTH6937

OTH6942 (6.0 credit hours)

**Fieldwork Level II, Part II**

The purpose of this 12-week fieldwork experience is to integrate coursework into clinical practice to ensure that students demonstrate functional development of entry-level practice skills. Students must demonstrate enhanced awareness of critical thinking and problem-solving skills in their ability to analyze and apply acquired knowledge to effect change in clients' occupational performance, in addition to the ability to modify targeted outcomes based on client needs. OTH6942 must be taken concurrently with OTH6938. All courses from previous semesters must be successfully completed prior to enrolling in OTH6938 and OTH6942

**All academic MSOT courses will be taken with a face-to-face component. Students will meet in a face-to-face format approximately one weekend a month (Fridays and Saturdays).**

PSY501 (3.0 credit hours)

**Psychology of Decision Making**

This class will serve as a foundational course providing advanced academic study and professional writing processes, as well as reviewing the processes involved with decision making (cognitive and emotional). 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. 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 thesis. (Program pre-requisite)

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.

PSY521 (3.0 credit hours)

### **Organizational Psychology**

This course focuses on the understanding, evaluating, and applying concepts of organizational psychology. Specific types of interventions covered include strategic planning, organizational design, culture change, team building, goal setting, and career development.

PSY522 (3.0 credit hours)

### **Human Resources Psychology**

This course focuses on the understanding, evaluating, and applying concepts of human resource psychology. Specific emphasis will be on development and evaluation of personnel selection techniques testing and psychological assessment, as well as job analysis, criterion development, and performance measurement.

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.

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.

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.

PSY570 (3.0 credit hours)

### **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.

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. (Pre-requisites: PSY502, RSM600)

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. (Pre-requisites: 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 co-requisite)

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. (Pre-requisite: 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. (Pre-requisite: 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. (Pre-requisite: PSY701; Required for Baccalaureate entry only)

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. (Pre-requisite: 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. (Pre-requisite: 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. (Pre-requisite: 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. (Pre-requisite: CES701 or PSY701)

PSY820 (3.0 credit hours)

### **Organizational Psychology**

The course reviews organizations as complex social systems with analyses of individual and group behavior in organizations and responses of organizations to their environment. Discussions will also focus on organizational theory and development, small group theory and team processes, and work motivation. (Pre-requisite: PSY701)

PSY821 (3.0 credit hours)

### **Personnel Psychology**



This course examines the identification, measurement, and development of individual differences, and job systems related to individual differences within organizations to improve job performance and satisfaction. Topics include job analysis, criterion development, personnel selection, training, health and stress in organizations, and performance evaluation. (Pre-requisite: PSY701)

PSY822 (3.0 credit hours)

### **Interventions in Social Systems**

This course includes the study of various social technologies of intervention, and the evaluation of these methods. Discussion will focus on training and evaluation, work motivation, human performance, human factors, and social communication within an organization. (Pre-requisite: PSY701)

PSY823 (3.0 credit hours)

### **Organizational Applications**

This course examines major ideas, assumptions, and technologies in organizational psychology. Discussions will focus on the implementation and utilization of personnel technologies, judgment and decision making, consumer behavior, human performance, leadership and management, and selected current topics. (Pre-requisite: PSY701)

PSY824 (3.0 credit hours)

### **Testing and Assessment in Organizations**

This course provides students with an in-depth study of measurement theory and the tests used in organizational settings. It includes a comprehensive examination of psychometric properties used to develop and evaluate these instruments, including classical test theory, item response theory (IRT), and item forensics approaches to testing. Topics include normative sampling and standardization, reliability and validity, test score interpretation, and test development. The course also addresses ethical, legal, and sociocultural issues, including cultural bias and fairness. Professional standards for testing provide a foundation for the course. (Pre-requisite: PSY701)

RSM600 (3.0 credit hours)

### **Quantitative Research**

Quantitative Research I is a course in applied statistics introducing students to descriptive and inferential statistics for thesis 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. (Pre-requisite: RSM602)

RSM602 (3.0 credit hours)

### **Research Design**

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. 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.

RSM610 (3.0 credit hours)

### **Research and Program Evaluation**

This course provides students with a foundation in the concepts and techniques of hypothesis testing, research design, and analysis as used in counseling research and program design. Students will gain an understanding of qualitative, quantitative, and mixed-methods approaches to research and evaluation, as well as the strengths and limitations of each method. Students will explore the history and theory underlying program evaluation, approaches to evaluation, and techniques used to perform the evaluation and demonstrate program effectiveness.

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.

RSM701 (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.

RSM702 (3.0 credit hours)

### **Research Design and Qualitative 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. 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. (Pre-requisite: CES701 or PSY701)

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.

RSM801 (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. (Pre-requisite: RSM701)

RSM802 (3.0 credit hours)

### **Research Theory, Design, and Methods**

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. (Pre-requisite: PSY702)

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.

RSM812 (3.0 credit hours)

### **Program Evaluation**

This research course focuses on program evaluation methodology used in education. The goal is for students to appropriately apply qualitative and quantitative analyses in the evaluation of programs. Evaluation approaches are studied to guide informed decision-making about program effectiveness and viability. The final product is a completed pre-proposal reflective of the program evaluation design.

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. (Pre-requisite: PSY701, PSY770)

RSM816 (3.0 credit hours)

### **Advanced Seminar in Program Evaluation**

This course examines the nature, method and process of evaluative research focusing on developing and applying a program evaluation project. Ethical guidelines, legal issues, and evidence-based practices are emphasized while working with the various research methodologies appropriate to the field of psychology. (Pre-requisite: PSY770, RSM702, RSM802 and RSM815)

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.

RSM821 (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.

TAX6877 (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. Pre-requisite: TAX 4001 Income Tax Accounting or equivalent (minimum "C" grade). Co-requisite: ACG 51



Evelyn C. Keiser



Dr. Arthur Keiser

Founders of Keiser University

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**Operational Analysis**

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**Assistant to the Executive Vice  
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M.A. Bowling Green State University  
B.S. George Mason University

**Associate Vice Chancellor of Institutional  
Research, Planning, and Assessment**

Colleen Ramos  
Ph.D Barry University  
M.S.Ed. The College of Saint Rose  
B.A. State University of New York, Albany

**Associate Vice Chancellor of Quality  
Enhancement and Compliance**

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Ph.D. Florida Atlantic University  
M.A. Florida Atlantic University  
B.M. Berklee College

**Associate Vice Chancellor of Institutional  
Projects**

**Chief of Staff, Department of Academic  
Affairs**

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B.S. Florida International University

**Associate Vice Chancellor of the Writing Program**

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**Associate Vice Chancellor of Teaching and Learning**

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B.S. Nova Southeastern University

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B.A. Clarion University

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Elena Chueng  
B.S. Florida International University

**Executive Assistant to the Vice Chancellor of Academic Affairs**

Traci Grail

**ACCOUNTING**

**Associate Vice Chancellor of Accounting**

Pamela McIntyre-Wiley  
M.S. Accounting -- Nova Southeastern University  
B.S. Accounting -- Bethune-Cookman University

**Assistant Associate Vice Chancellor of Accounting**

Elliott Cohen  
B.S. Accounting – Florida Atlantic University

**Assistant Associate Vice Chancellor of Financial Reporting**

Daniel Albano  
M.S. Accounting -- Nova Southeastern University

B.S. Finance – St. Josephs

**Assistant Associate Vice Chancellor of Purchasing**

Janet Weinstein  
A.S. Fashion Institute of Technology

**Assistant Associate Vice Chancellor**

Marlize Smit  
ND Foodservice Management – Cape Peninsula University of Technology, Cape Town, SA

**Senior Accountant/AP Manager**

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M.B.A Florida Atlantic University  
B.B.A Accounting Florida Atlantic University

**Director of Bookstore Purchasing**

Donna Kearney

**Senior Accountants**

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B.S. Accounting -- DeVry University

Wenwei (Jessie) Shi

M.S. Accounting University of Michigan  
BBA Accounting and Economics – Hong Kong University of Science and Technology

**Staff Accountant**

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B.A. Accounting – Monmouth College

**Bookkeeper**

Izumi Bayless

**Reconciliations Analyst**

Patricia Robertson  
A.A. Business Administration – Keiser University

**Reconciliations Analyst**

Kristin Bornus  
B.A. English – University of Missouri

**Assistant Accounts Payable Manager**

Tameca Williams  
B.A. Business Administration – West Virginia University



**Senior Accounts Payable Clerk**  
Robyn Albarran

**Accounts Payable Clerks**  
Kaye Opas

Patricia Roberson

Carissa Rhule  
B.S Family and Child Sciences – Florida State University

**Purchasing Assistant**  
Gilbert Lafond

**Purchasing/Inventory Assistant**  
Karen Hackett

**Purchasing Agent**  
Elvin Villalobos

**Purchasing/Inventory Assistant**  
Kathryn Miracola

**Inventory Assistant**  
Catherine Pagana

**Assistant to Vice Chancellor of Finance**  
Denise Sarnovsky

**Equipment Engineer**  
Cesar C. Esplanada  
B.S. Mechanical Engineering – Feati University, Manila, Philippines

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**Associate Vice Chancellor of Advertising and Marketing**  
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M.A. University of Toledo  
B.A. Baldwin-Wallace University

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M.S.Ed. Tulane University  
B.A. Tulane University

**Director of Advertising and Marketing**

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M.A. University of Memphis  
B.A. Harding University

**Director of Advertising and Marketing**  
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M.A. University of South Florida  
B.A. University of Florida

**Advertising and Marketing Coordinator**  
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B.A. University of Florida

**Marketing Analyst**  
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M.B.A. Florida Atlantic University  
B.A. Florida Atlantic University

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**Associate Vice Chancellor of Admissions**  
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B.A. Rutgers University  
B.S. Rutgers University

**Associate Vice Chancellor of Admissions**  
Kimberly Sheffield  
B.A. Florida Southern College

**Associate Vice Chancellor of Admissions**  
Teri DelVecchio

**Associate Vice Chancellor of High School Relations**  
Gene McDonnell  
B.A. Keiser University

**Assistant Associate Vice Chancellor of High School Relations**  
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Sacred Heart University M.B.A. Everglades University

**Assistant to Vice Chancellor of Enrollment Services**  
Ellen Gordon

**COMMUNITY RELATIONS AND STUDENT ADVANCEMENT**

**Associate Vice Chancellor of Media & Public Relations**

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B.S. Florida State University

**Regional Associate Vice Chancellor of Media and Public Relations**

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B.A. University of Central Florida

**Director of Business Development**

Ritch Workman  
BS Appalachian State University

**Director of External Affairs**

Jon Miller  
M.A. University of Central Florida  
B.S. Georgia Southern University

**STUDENT SERVICES**

**Associate Vice Chancellor of Student Services**

J. Neal Isaac  
Ph.D. Capella University  
Master of Divinity Southern Baptist  
Theological Seminary  
B.A. Wake Forest University

**Associate Vice President of Student Services**

Jacqueline Boneri  
M.B.A. Keiser University  
B.F.A. Florida International University

**Regional Director of Student Services**

Melissa Gerdes  
D.M.A. Florida State University  
M.M. New England Conservatory  
B.M. University of Central Florida

**Regional Director of Student Services**

Chris Kraemer  
B.S. Florida Gulf Coast University

**Regional Director of Student Services**

Laura Melendez  
B.S. Florida Atlantic University

**Student Services Specialist and Alumni Relations**

James LaBonte  
M.B.A. New York University  
B.S. Boston University

**HUMAN RESOURCES**

**Associate Vice Chancellor of Human Resources/Employee Relations**

Bill Searle  
B.A. University of Maryland

**Associate Vice Chancellor of Human Resources/Operations**

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A.S. Palm Beach Community College

**Employment Manager**

Tiffany Rozich  
M.B.A. Nova Southeastern University  
B.A. University of Texas at El Paso

**INFORMATION TECHNOLOGY**

**Associate Vice Chancellor of Management Information Systems**

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M.B.A. Keiser University  
B.S. Keiser College  
**Assistant Associate Vice Chancellor of MIS**  
James Hargadon  
M.B.A. Keiser University

**CampusVue System Support Database Manager**

Chris Coleman  
M.B.A. Keiser University  
B.S. University of Alabama

**IT Systems Integrator**

Gail McCulloch  
B.A. Manhattan College

**Database Support Staff**

Alexis Garcia  
B.S. Everglades University  
Jason Rose  
B.S. American International University

**IT Staff**

Brian Colvin  
A.S. Keiser University

Luis Boneri  
A.S. Keiser University

James Compton

Larry Johancsik  
A.S. Keiser University

### **Student Network Support**

Duane Allen  
M.A. American Intercontinental University

### **Webmaster**

Nikki Barnard  
B.S. Florida A&M University

### **Regional IT Staff**

Duane Krupilis  
B.S. Everglades University

Ira Thompson  
M.S. Everglades University

Michael Fiedler  
A.S. Florida Metropolitan University

Tramaine Jones  
B.S. Florida State

## **OFFICE OF COMPLIANCE**

### **Associate Vice Chancellor of Compliance**

#### **Title IX Coordinator**

Brandon Biederman  
J.D. University of Florida  
B.S. University of South Florida

### **Assistant Associate Vice Chancellor of Compliance**

Linda M. Allen  
M.B.A. Keiser University  
B.S. Everglades University

## **OFFICE OF INTERNATIONAL STUDIES**

### **Director of International Affairs**

Benjamin Shank

B.A. Indiana University of Pennsylvania

## **STUDENT FINANCIAL OPERATIONS**

### **Director of Student Financial Operations**

James Lininger  
M.B.A. Lynn University  
B.B.A. Florida Atlantic University

### **Director of Student Financial Operations**

Nancy Peck  
A.A. Broward College  
A.S. Broward College

### **Regional Director of Bursar Operations**

Anita Cochran

### **Regional Director of Bursar Operations**

Theresa Martinez  
B.A. Keiser University

### **Student Account Manager**

Mary Lopez  
A.A. Keiser College

### **Student Account Analysts**

Ivia Santana  
A.S. Newbury College

Maria Rivera  
M.B.A. American Intercontinental University  
B.A. Pontifical Catholic University of Puerto Rico

Yvette Estrada Diaz  
C.N.A. Keiser University

Yolanda Castillo  
A.A. American Intercontinental University

Aslin Rolon  
B.A. University of Puerto Rico

Liz Marengo

### **Student Account Manager**

Nancy Colon  
B.A. St. Thomas University

### **Tuition Analysts**

Carla Amador  
B.A. Florida Atlantic University

Ramiro Ricardo  
B.S. Universidad de la Guajira

Shirley Mitchell  
B.S. University of Phoenix

Patricia Romero  
B.A. Arizona State University

Monica Garcia-Brako  
B.A Barry University

Daniel Rosario  
B.A. Nova Southeastern University

Nkenji Green  
B.A. University of South Florida

Marisol Jimenez

#### **Reconciliations Analysts**

Kristin Bornus  
B.A. University of Missouri

Patti Robertson  
A.A. Keiser College

### **PRIVATE LOAN GROUP AND DEFAULT MANAGEMENT**

#### **Private Loan Manager**

Angie Rosales  
B.S. Keiser University  
A.A. Keiser University

#### **Operations Specialist**

Heather Larrea  
A.A. Keiser University  
B.A. Florida International University

#### **Quality Assurance Analyst**

Tracy Torres

### **STUDENT FINANCIAL SERVICES**

#### **Associate Vice Chancellor of Student Financial Services**

Frederick A. Pfeffer

B.A. Keiser University

#### **Associate Vice Chancellor -- Regional Student Financial Services**

Noel Kudla  
M.B.A. Keiser University  
B.S. Florida Institute of Technology

#### **Associate Vice Chancellor – Regional Student Financial Services**

Kelly Della Vecchia

#### **Associate Vice Chancellor – Regional Student Financial Services**

Matthew Flowers

#### **Associate Vice Chancellor – Regional Student Financial Services**

Krista Mormelo

#### **Student Financial Services - Processing Floor Manager**

Francesca Genova  
B.S. Everglades University

#### **Student Financial Services – Processing Assistant Floor Manager**

Allison Abrahams  
M.B.A. University of Phoenix

Adrianna Silveira

Dianne Mitchell  
B.S. University of Phoenix

Emily Dipietro

Erwin Fuhrman  
B.A. City University New York

Frank Poitras

Ingrid Lindo

Jennifer L. Campbell  
B.A. Keiser University

John Duque

Jose Centeno

A.A.S. University of Mary Hardin

Judy (Martin) Calloo  
B.S. Lehman College, CUNY

Karina Reid

Katherine Neves

Kelly Diaz

Lisa Becker  
A.A. Broward State College

Marcos Guevara

Maria Reyes

Marie Smith  
B.A. Southeastern Oklahoma State  
University

Melissa Tejon

Michael Bart

Myriam Gallo  
B.A. University of Antioquia

Myriame Obas Baron  
B.A. Keiser University

Nichole Coombs  
M.A. Nova Southeastern University

Pam Runnells Blanco  
M.B.A. Everglades University  
B.S. Everglades University

Sherene Byles

Thomas J. Judge  
M.S. University of Kansas  
B.S. Benedictine College

Vimbaya Goredema  
A.A. Newham College, England

### **Student Financial Services Military Affairs Specialists**

Christopher Campbell, Director – Military Affairs

Aaron Cordner

Renee Hendrix  
B.S.B. University of Phoenix

Yusuf Peoples

### **Graduate School**

#### **Associate Vice Chancellor of Academic Affairs**

John D. Jones  
Ph.D. University of Wisconsin-Madison  
M.S. University of Wisconsin-Madison  
B.A. Johnson C. Smith University

#### **Associate Dean of the Graduate School**

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D.B.A. Argosy University  
M.B.A. University of Phoenix  
B.F.A. Pratt Institute

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B.S.B.A. Keiser University

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University  
B.A. Lynn University

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Ph.D. Georgia State University  
M.S.N. Georgia State University  
B.S.N. Medical College of Georgia

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D.B.A Argosy University  
M.A. Adult Education FL A&M University  
B.S. Professional Mgmt. Nova Southeastern

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Ph.D. Capella University  
Ed.S. Stetson University  
M.A.T. Rollins College

Shoshana Agichtein  
Ph.D. Applied Development Psychology  
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M.A. Applied Developmental Psychology  
Fordham Univ.  
M.A. Creative Arts in Therapy Hahnmann  
Univ.

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Ph.D. Alliant International University  
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M.A. University of Alabama at Birmingham  
B.A. University of Alabama

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B.A. Sam Houston State University  
B.S. University of Houston

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DNP Vanderbilt University  
MSN Vanderbilt University  
BSN University of Phoenix

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DBA Nova Southeastern University  
MBA Golden Gate University  
BS Cal State Poly technic

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MBA Florida Metropolitan University  
BS Institute of management Science

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B.S. National-Louis University

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M.S. University of Belgrade  
B.A. University of Belgrade

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Master of Divinity North Park University  
B.A. California State University, Hayward

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B.B.A. Baruch College

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M.I.N.B. Nova Southeastern University  
B.S. Florida Metropolitan University

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University  
B.S. LA State University

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M.B.A. Rockford College  
B.G.S. Northern Illinois University

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M.P.A. Troy State University  
B.S. University of Rhode Island

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M.A. Yeshiva University  
M.S.W. New York University  
B.A. University of Southern California

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M.A. University of Phoenix

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B.S. Edinboro University

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M.Ed. University of Nebraska

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MA Patten University  
BA Cal State Hayward

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M.B.A. University of Miami  
B.S. University of Phoenix

Dahli Gray  
D.B.A George Washington University  
M.B.A. Portland State University

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Ph.D. Arizona State University  
M.S. Indiana State University  
B.S. Indiana State University

Amy Hakim  
Ph.D. Florida International University  
M.S. Florida International University  
B.A. Florida International University

Cheryl Hansen  
Ph.D. Nova Southeastern University  
M.S. Nova Southeastern University  
B.S. Nova Southeastern University

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MBA Min Chuan University  
BS Fu-Jen University

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Ph.D. University of Alabama at Birmingham  
M.S. University of Alabama at Birmingham  
B.A. Faulkner University

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B.A. Eckerd College

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M.B.A. Tulane University  
M.S.N. University of Tennessee  
B.S.N. Emory University

Arthur Jones  
Ph.D. Union Institute  
M.A. Montclair State University  
B.A. Albany State College

Tiffany Jordan  
D.B.A. Argosy University

B.S. St. Francis College

Dennis Kalam  
PhD Lynn University  
MBA/ MS Nova Southeastern University  
BSc Nova Southeastern University

Brian Keintz  
Ph.D. University of Wyoming  
M.Ed. Colorado State University

Andrew Kirschner  
Ed.D. Walden University  
M.A. Florida Atlantic University  
B.A. The George Washington University

John Kuhn  
Ph.D. University of Central Florida  
M.B.A. University of Pittsburgh

Catherine Longa  
P.D. University of Miami  
M.S.Ed. University of Miami  
B.S. University of Central Florida

Sally Lozada  
Ph.D. Capella University  
M.Ed. Ohio University  
B.A. Ohio University

Yan Luo  
Ph.D. Tianjin University  
M.S. Florida International University

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M.Ed. Florida Atlantic University  
B.A. University of Florida

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M.A. City University of New York  
B.S. University of California Santa Barbara

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B.S. San Francisco State University

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M.S.N. Florida Atlantic University  
B.S.N. University of Miami

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M.B.A. Averett College  
B.A. Nova Southeastern University  
B.A. University of North Carolina

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B.S. Robert Morris University

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B.A. Florida Atlantic University

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B.A. Baruch University

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B.A. Rutgers University

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M.A. New York State University

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M.A. Indiana Wesleyan University  
B.A. Central Bible College

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Zahira Sanabria, RN



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B.S.N. Universidad Metropolitana

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BS University of Miami

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M.S. Utah State University

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M.S. University of Massachusetts Amherst  
B.A. University of Wisconsin at Milwaukee

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Ed.D. Argosy University  
M.S. National University  
B.A. California State University

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M.A. Fielding Graduate University  
M.S. Troy University

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PhD Pacific Western University  
MBA Warsaw University  
MSIE Instituto Tecnológico  
BS Instituto Tecnológico

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M.B.A. Georgia State University  
B.B.A. University of Georgia

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M.S. Nova Southeastern University  
B.S. University of Maryland  
Laura Thompson  
D.B.A. Argosy University  
M.S. Mercer University

Denis Tocci  
Ph.D. Regent University  
M.S. University of Southern California  
B.S. Colorado State University

Sonia Troche  
PhD Pontifical Catholic University  
MSE Pontifical Catholic University  
BA Pontifical Catholic University  
David Tucker  
Ph.D. University of Arkansas  
M.A. Georgetown University  
B.S. Harding College

Eghosa Ugboma  
D.B.A. Argosy University

Stephanie VanDeventer  
PhD. University of South Florida  
M.A. University of South Florida  
B.S. University of the State of New York

Sheryl Walters-Malcolm  
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M.B.A. Embry Riddle Aeronautical  
University

Ralf Wilhelms  
D.B.A. Alliant International University  
M.B.A. Alliant International University

Dianne Williams  
Ph.D. Capella University  
M.B.A. High Point University

Glendon B. Williams  
Ph.D. Walden University

MBA Western International University  
BSC Western International University

**Associate Director of Graduate Admissions**

Eric Roberts  
M.A. New Hampshire University  
B.S. U.S. Naval Academy

Karen Mohammed  
M.S.Ed. Keiser University  
B.A. Florida International University

**Admissions Counselors**

Anique Falconer  
M.S. University of Phoenix  
B.A. Florida Atlantic University

Kishma P. Gumbs  
B.A. University of the Virgin Islands

Xun Li  
M.B.A. Keiser University  
B.B.A. Qingdao Technological University

Charles Sherrer  
B.S. Nova Southeastern University

Shawn Chesney  
B.A. State University of New York  
At Albany

Sara R. Lane  
B.A. Nova Southeastern University

Sandra Marius  
B. S. DeVry University

Trudy Vassell  
B.A. Florida Atlantic University  
Ashley Jean-Simon  
B.A. Nova University

Lei Mou  
M.B.A. Keiser University  
B.B.A. Qingdao Technological University

Lisa Daniel  
B.A. Florida International University

Jose Poza  
M.B.A. Barry University  
B.B.A. Florida International University

Ryan Sage  
B.S. Florida A&M University

Sin Man Leung  
B.B.A. Florida Atlantic University

Yang Liu  
M.S. University of Alabama  
B.S. Jinan University

Jessie Delva  
B.H.S. Florida Atlantic University

Tane Javel  
B.S. Nova Southern University

**Registrar**

Amelia Manners  
B.A. Keiser University

Victoria Babich  
M.B.A. Nova Southeastern University  
B.A. Nova Southeastern University

Bryna Schwartz  
B.A. Florida Atlantic University

**Associate Director of Financial Aid**

Christopher Camacho  
M.B.A. Keiser University  
B.S. Florida Atlantic University

**Financial Aid Officers**

Whitney Strum  
B.S. Florida State University

Marcos Molina  
M.B.A. Nova Southeastern University

Nicole Skilling  
M.S.W. Florida International University

**Associate Director of Student Services**

Sally Martinez  
B.A. Keiser University

**Administrative Assistant**

Nikki Merrell

## Graduate School Academic Calendar

### Term Calendar 2015

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

#### Semester I

<b>01/01/15</b>	<b>New Year's Day</b>
01/5/15-04/26/15	Winter Semester
01/5/15-03/01/15	Term A Classes Begin
<b>01/19/15</b>	<b>Martin Luther King Jr. Day</b>
01/20/15	Return
<b>02/16/15</b>	<b>President's Day</b>
02/17/15	Return
03/2/15-04/26/15	Term C Classes Begin
<b>04/3/15-04/06/15</b>	<b>Easter Break</b>
04/07/15	Return
<b>04/27/15-05/03/15</b>	<b>Spring Break</b>

#### Semester II

05/4/15-08/23/15	Summer Semester
05/4/15-06/28/15	Term A
<b>05/25/15</b>	<b>Memorial Day</b>
05/26/15	Return
06/29/15-08/23/15	Term C Classes Begin
<b>07/03/15-07/5/15</b>	<b>Independence Day Break</b>
07/06/15	Return
<b>08/24/15-08/30/15</b>	<b>Summer Break</b>

#### Semester III

08/31/15-12/20/15	Fall Semester
08/31/15-10/25/15	Term A Classes Begin
<b>09/07/15</b>	<b>Labor Day</b>
09/08/15	Return
10/26/15-12/20/15	Term C Classes Begin
<b>11/26/15-11/29/15</b>	<b>Thanksgiving Break</b>
11/30/15	Return
<b>12/21/15-1/03/16</b>	<b>Holiday Break</b>

## Term Calendar 2016

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

### Semester I

<b>01/01/16</b>	<b>New Year's Day</b>
01/04/16-04/24/16	Winter Semester
01/04/16-02/28/16	Term A Classes Begin
<b>01/18/16</b>	<b>Martin Luther King Jr. Day</b>
01/19/16	Return
<b>02/15/16</b>	<b>President's Day</b>
02/16/16	Return
02/29/16-04/24/16	Term C Classes Begin
<b>03/25/16-03/28/16</b>	<b>Easter Break</b>
03/29/16	Return
<b>04/25/16-05/01/16</b>	<b>Spring Break</b>

### Semester II

05/02/16-08/21/16	Summer Semester
05/02/16-06/26/16	Term A Classes Begin
<b>05/30/16</b>	<b>Memorial Day</b>
05/31/16	Return
06/27/16-08/21/16	Term C Classes Begin
<b>07/04/16</b>	<b>Independence Day</b>
07/05/16	Return
<b>08/22/16-08/28/16</b>	<b>Summer Break</b>

### Semester III

08/29/16-12/18/16	Fall Semester
08/29/16-10/23/16	Term A Classes Begin
<b>09/05/16</b>	<b>Labor Day</b>
09/06/16	Return
10/24/16-12/18/16	Term C Classes Begin
<b>11/24/16-11/27/16</b>	<b>Thanksgiving Break</b>
11/28/16	Return
<b>12/19/16-01/02/17</b>	<b>Holiday</b>

## Term Calendar 2017

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### Semester I

<b>01/1/17</b>	<b>New Year's Day</b>
01/3/17-04/23/17	Winter Semester
01/3/17-02/26/17	Term A Classes Begin
<b>01/16/17</b>	<b>Martin Luther King Jr. Day</b>
01/17/17	Return
<b>02/20/17</b>	<b>President's Day</b>
02/21/17	Return
02/27/17-04/23/17	Term C Classes Begin
<b>04/14/17-04/17/17</b>	<b>Easter Break</b>
04/18/17	Return
<b>04/24/17-04/28/17</b>	<b>Spring Break</b>

### Semester II

05/1/17-08/20/17	Summer Semester
05/1/17-06/25/17	Term A Classes Begin
<b>05/29/17</b>	<b>Memorial Day</b>
05/30/17	Return
06/26/17-08/20/17	Term C Classes Begin
<b>07/4/17</b>	<b>Independence Day</b>
07/05/17	Return
<b>08/21/17-08/25/17</b>	<b>Summer Break</b>

### Semester III

08/28/17-12/17/17	Fall Semester
08/28/17-10/22/17	Term A Classes Begin
<b>09/4/17</b>	<b>Labor Day</b>
09/05/17	Return
10/23/17-12/17/17	Term C Classes Begin
<b>11/23/17-11/26/17</b>	<b>Thanksgiving Break</b>
11/27/17	Return
<b>12/18/17-01/1/18</b>	<b>Holiday Break</b>

## Term Calendar 2018

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### Semester I

<b>1/1/2018</b>	<b>New Year's Day</b>
01/02/18-04/22/18	Winter Semester
01/02/18-01/28/18	Term A Classes Begin
<b>1/15/2018</b>	<b>Martin Luther King Jr. Day</b>
<b>2/19/2018</b>	<b>President's Day</b>
02/26/18-03/25/18	Term C Classes Begin

03/30/18-04/2/18  
04/23/18-04/29/18

Easter Break  
Spring Break

**Semester II**

04/30/18-08/19/18  
04/30/18-05/27/18  
**5/28/2018**  
06/25/18-07/22/18  
**7/4/2018**  
**08/20/18-08/26/18**

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

**Semester III**

08/27/18-12/16/18  
08/27/18-09/23/18  
**9/3/2018**  
10/22/18-11/18/18  
**11/22/18-11/25/18**  
**12/17/18-01/01/19**

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