ADDENDUM NO. 3

TO

2013-2014
KEISER UNIVERSITY UNDERGRADUATE CATALOG
VOLUME 13, NO. 1

Effective May 12, 2014
TABLE OF CONTENTS

PAGE 1 and BACK COVER, Keiser University Locations .......................................................... 4
PAGE 10, General Information - History ............................................................................. 4
PAGE 11, SACS Accreditation Statement ............................................................................. 4
PAGE 12, Accreditation ......................................................................................................... 4
PAGE 13, Accreditation ......................................................................................................... 5
PAGE 17, Descriptions of Facilities and Equipment ............................................................. 5
PAGE 25, Admissions .......................................................................................................... 5
PAGE 27, Admissions .......................................................................................................... 6
PAGE 27, Academic Placement Determination .................................................................... 7
PAGE 27, International Students ......................................................................................... 7
PAGE 28, Undergraduate Transfer of Credit Policy ............................................................. 7
PAGE 30, Transfer of Credit Procedures ............................................................................. 7
PAGE 38, Florida’s Statewide Course Numbering System .................................................. 7
PAGE 46, Satisfactory Academic Progress .......................................................................... 9
PAGE 49, Financial Services .............................................................................................. 11
PAGE 51, Tuition, Fees, and Other Costs .......................................................................... 12
PAGE 53, Cancellation/Withdrawal Calculation ................................................................ 13
PAGE 56, Student Services ............................................................................................... 13
PAGE 60, Campus Safety .................................................................................................. 13
PAGE 67, Firearms Policy .................................................................................................. 13
PAGE 69, Keiser University Transcripts ........................................................................... 13
PAGE 69, Title IX Compliance ........................................................................................... 13
PAGE 69, University Hours ............................................................................................... 14
PAGE 70, Library System .................................................................................................. 14
PAGE 71, Attendance ......................................................................................................... 14
PAGE 73, Military Deployment Policy ................................................................................ 14
PAGE 73, Policy on Class Absences Due to Military Service .......................................... 15
PAGE 75, Add-Drop Period ............................................................................................... 15
PAGE 75, Academic Load .................................................................................................. 15
PAGE 75, Grading ............................................................................................................... 15
PAGE 76, Scholastic Honors ............................................................................................. 15
PAGE 78, Additional Requirements for Bachelor of Arts or Science ......................... 15
PAGE 78, Associate of Arts .............................................................................................. 15
PAGE 82, Programs Offered at Each Campus ................................................................. 16
PAGE 98, Program Description, BA Accounting ............................................................... 16
PAGE 100-104, Program Description, BA Business Administration ......................... 16
PAGE 104, Program Description, BA Business Analytics ............................................... 17
PAGE 106, Program Description, BA Financial Crime Investigation ............................ 19
PAGE 119, Program Description, BS Biomedical Sciences ............................................ 21
PAGE 121-123, Program Description, BS Biotechnology ................................................. 22
Keiser University continually reviews, improves and updates its programs, courses and curricula. It is incumbent on the University to reflect these revisions in its publications. The following Addendum No. 3 represents additions, changes and deletions to the 2013-2014 Keiser University Undergraduate Catalog, August 2013 Edition, Volume 13, No. 1, and is effective May 12, 2014.

PAGE 1 AND BACK COVER, KEISER UNIVERSITY LOCATIONS
Add the following information as another location beneath the Fort Lauderdale address:

Keiser University, San Marcos, Nicaragua
(Off-Campus Site)
Gasolinera UNO, 2 c al sur
San Marcos, Carazo, Nicaragua
Local (505) 2535-2314 / 2535-2312
Toll Free (800) 969-1685

PAGE 10, GENERAL INFORMATION - HISTORY
Add the following information at the end of this section, before the final paragraph:

In 2013, Keiser University established an off-campus 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.

PAGE 11, SACS ACCREDITATION STATEMENT
Replace the first bullet with the following:

- 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, 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.

PAGE 12, ACCREDITATION
Replace the first bulleted accreditation paragraph with the following:

- Keiser University’s Associate Degree Nursing program, Ft. Lauderdale, Lakeland, Melbourne, Miami, Orlando, Sarasota, Tallahassee, and Tampa campuses, holds continuing accreditation status by the Accreditation Commission for Education in Nursing (ACEN), formerly National League for Nursing Accrediting Commission (NLNAC). Keiser University’s Associate Degree Nursing program, Jacksonville and West Palm Beach campuses, holds continuing accreditation with conditional status by the Accreditation Commission for Education in Nursing), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000, fax 404-975-5020. www.acenursing.org

Remove the second bulleted accreditation paragraph and replace it with the following:

- Keiser University’s Bachelor of Science in Nursing (RN to BSN) 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. For more information about Keiser University’s RN to BSN program, go to www.keiseruniversity.edu/nursing-bs/.

Replace the fifth bulleted accreditation paragraph with the following:
- Graduation from a physical therapist assistant education program accredited by a regional or national institutional accrediting agency recognized by the United States Department of Education and/or by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia, 22314; phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination which is required in all states.

Delete the second-to-last bullet referring to the MS Physician Assistant program.

**PAGE 13, ACCREDITATION**

Add the following two bullets before the last one:
- Keiser University Latin American Campus is a member of/accredited by the Nicaraguan Council of National Universities (CNU) to award bachelors in arts and sciences degrees. For additional information on the CNU, please go to their webpage [www.cnu.edu.ni](http://www.cnu.edu.ni) or call 505-2278-5072 or 505-2278-3385 regarding the Keiser University Latin American Campus status.
- Keiser University Latin American Campus holds International Mission status with the Foreign Ministry of the Government of Nicaragua.

**PAGE 17, DESCRIPTIONS OF FACILITIES AND EQUIPMENT**

Insert the following after the Keiser University, Ft. Lauderdale description:

**Keiser University, San Marcos, Nicaragua (off-campus site)**
The San Marcos Campus 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.

**PAGE 25, ADMISSIONS**

Replace the section “GENERAL ADMISSIONS REQUIREMENTS” with the following:

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

- Verification of high school graduation (transcript, diploma, etc.)
- Verification of GED completion (GED scores or GED diploma)
- Proof of graduation from a foreign institution comparable to a United States secondary school
Applicants will not be required to provide proof of high school graduation when they provide the following:

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

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

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

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

**PAGE 27, ADMISSIONS**

Add the following after the end of the first paragraph:

**The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:**

1. A completed Keiser University Application
2. An official high school transcript with un-weighted GPA above 2.8 or college GPA above 2.0 on a 4.0 scale
3. Transfer students: For students with less than 24 credit hours, high school records are requested
4. An SAT (code 3840) score equal to or above 1580 or an ACT (4813 code) scores equal to or above 22
5. Students whose native language is not English may be admitted with a minimum score of 500 on the paper based TOEFL exam (which is the equivalent of 173 on the computer based TOEFL or 61 on the internet based TOEFL.
6. One well-constructed essay on either of the following topics:
   a. Describe why you would like to attend Keiser University and what you hope to gain from your time here (500 words)
   b. Describe a character who has had an influence on you and explain that influence.
      i. This person must be a character in literature or an historical figure. This essay should be typewritten and demonstrate consideration for content as well as grammar and style.
      ii. Essays should be typewritten and demonstrate consideration for content as well as grammar style.
7. Two letters of recommendation from individuals not related to the applicant that provides thoughtful reflection on the applicant’s ability to succeed at Keiser University. Two letters should include an academic reference from an academic source (teacher, guidance counselor, or tutor), as well as a character reference from a pastor or employer.

Transfer applicants

1. In addition to Freshman requirements, transfer applicants must have a minimum college grade point average GPA of 2.0 (70 on a scale of 0-100) and official college transcripts from each college previously attended, whether or not credit was earned. Official transcripts must be mailed directly to the Admissions Office. Transfer applicants who have passed 30 or more semester units of college coursework (non-remedial) in a regionally accredited U.S. college with a GPA of 2.0 or higher are exempt from the high school transcript and admissions exam requirements for Freshman.
2. Two letters of recommendation. In some instances, a personal interview with a University representative may be required.

CONDITIONAL OR PROBATIONAL ADMISSION STUDENTS

Applicants who do not meet the established admissions criteria may be considered for conditional or probationary admission by the (faculty) Admissions Committee, Chaired by the Academic Dean. Students admitted conditionally or on probation may be required to take remedial courses that do not count toward degree completion and/or attend counseling and tutoring in the Center for Academic Excellence and may also only be allowed to enroll in a limited number of regular degree-related courses. Grades for students admitted conditionally are reviewed at the end of the semester. Students who make acceptable progress and fulfill the conditions of their admission are allowed to continue their studies as regular students.

CLEARANCE TO REGISTER REQUIREMENTS

Applicants who appear to meet the minimum admission criteria for regular admission, but whose admission applications are still incomplete three weeks prior to registration, may be issued a “Clearance-to-Register.” These applicants are then permitted to register for classes, with the understanding that their status as regular students admitted to the institution is not resolved until they...
submit the remaining materials necessary to complete their application. Failure to comply with the submission of all required
documentation can result in suspension from classes unless rectified in a timely manner (one semester maximum).

PAGE 27, ACADEMIC PLACEMENT DETERMINATION

Add the following after the end of the first paragraph:

The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:

New students at the Latin American Campus are also tested for Spanish placement unless transfer credit or credit by examination
has been awarded.

PAGE 27, INTERNATIONAL STUDENTS

Add the following after the end of the first paragraph:

The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:

Applicants who are not citizens of Nicaragua are required to process their Foreign Resident Identification Card (Cédula de
Residencia) with the Nicaraguan Immigration Authorities. Requirements include a Police Record, Birth Certificate, fees and
other documentation. The Student Life Department at the Latin American Campus assists new students in the application
process. It is the applicants responsibility to obtain all relevant documents and obtain legal residency status. For more
information, consult the Student Life Handbook.

PAGE 28, UNDERGRADUATE TRANSFER OF CREDIT POLICY

Replace the first paragraph of “General Information” with the following:

General Information
For students enrolling at Keiser University, credit for courses or degrees completed at another institution is subject to approval by
the Dean of Academic Affairs. These courses or degrees must be similar in content and duration to those offered in the program
for which an applicant has applied. The Dean of Academic Affairs makes the final decision of accepted transfer credits from the
received transcript. However, only courses listed on official transcripts receive permanent official transfer credit. (To grant such
credit, Keiser University must receive official transcripts---those mailed directly to Keiser University by the previous institution--
-by the end of a student’s first semester.)

PAGE 30, TRANSFER OF CREDIT PROCEDURES

Replace this section with the following:

Transfer of Credit Procedures
The Dean of Academic Affairs evaluates transcripts and determines potential transfer credit granted to students. The following
guidelines are used in evaluating transcripts received from other accredited institutions:
1. 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.
2. Only courses with a grade of "C" or higher are considered for transfer credit.
3. Credit value accepted by Keiser University follows program requirements even though more time may have been
   devoted and more credit awarded in covering the material at the institution from which a student is transferring the
   credits.
4. Approved articulation agreements with other colleges are recognized for transfer of credit.
5. Decisions are made so that a student's academic program provides the most professional training.

PAGE 38, FLORIDA’S STATEWIDE COURSE NUMBERING SYSTEM

Replace this section with the following:

FLORIDA’S STATEWIDE COURSE NUMBERING SYSTEM
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course
Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27
participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating
institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

**Example of Course Identifier**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>No laboratory component in this course</td>
</tr>
<tr>
<td>English Composition</td>
<td>Lower (Freshman) Level at this institution</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills</td>
<td>ENC_101</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Rule for Course Equivalencies**

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

**The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

**Authority for Acceptance of Equivalent Courses**
Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

Courses not offered by the receiving institution.
For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
Applied academics for adult education courses.
Graduate courses.
Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to (Insert the name of the Statewide Course Numbering System Institution Contact at your institution here) in the (The office where your Institution Contact is located) or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

PAGE 46, Satisfactory Academic Progress

Replace this section with the following:

Undergraduate SAP Policy
The qualitative standard requires that a student achieve a minimum Grade Point Average (GPA) of 1.7 after completing his/her first semester at Keiser University and a 2.0 CGPA for each semester thereafter.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet degree requirements are considered in the determination of this 150%
normal time frame, although not in the 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 the cumulative credits 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.

In the event a student does not achieve a 1.7 or greater GPA in his/her first semester or a 2.0 CGPA in any semester thereafter, or earn 67% of the cumulative credits attempted, the student will be placed on Academic Financial Aid Warning (AFAW). A student on Academic Financial Aid Warning who brings his/her Cumulative Grade Point Average (CGPA) to 2.0 and has earned 67% of the cumulative credits attempted is removed from Academic Financial Aid Warning. While on academic financial aid warning, a student not earning a 2.0 CGPA or 67% of the attempted credits by the end of the semester is dismissed from Keiser University. To avoid dismissal a student on Academic Financial Aid Warning who does not attain a cumulative 2.0 CGPA or complete 67% of the cumulative credits attempted at the end of the semester may submit a written appeal requesting to be placed on Academic Financial Aid Probation (AFAP) and continue to be eligible for Title IV funding. While on Academic Financial Aid Probation, a student not earning a 2.0 cumulative GPA 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 this qualitative standard is readmitted on Academic Financial Aid Probation and is not eligible for Title IV funds until the student has achieved a 2.0 CGPA 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, the student’s current CGPA will transfer to the new program and the final calculation will include all courses taken at Keiser University.

A student who has been dismissed may reapply to Keiser University after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 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 plan of actions needed to be completed by the student during that semester. The student will continue eligibility for Title IV funding while meeting the requirements of the action plan for that semester.

When a student transfers from one program to another, the quantitative SAP of the student is calculated based on credits attempted and earned in the new program, as well as all credits attempted 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.

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 Academic Affairs. If an appeal is approved, the student is allowed one additional semester to meet required standards and to regain eligibility for Title IV funds.
These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans’ Administration is notified of unsatisfactory progress of a veteran student who remains on academic financial aid warning beyond two consecutive semesters. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 2.0 CGPA.

PAGE 49, FINANCIAL SERVICES

Add the following to the end of this section:

The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:

INSTITUTIONAL AID PROGRAM (Scholarships for International Students/Non-U.S. Citizen and Residents)
The Institutional Scholarships are awarded based on need and merit. This funding is available to provide partial tuition assistance to deserving international students with documented financial need. Due to limited funds, most scholarships are awarded to International Student/Non-U.S. Citizens and Residents. Students must have a minimum high school cumulative GPA of 2.0 on a scale of 0.0 to 4.0, or 70 on a scale of 0 to 100.

The Franciscan Scholarship: This is a need based grant and the award criteria considers the family’s income, the distance the student must travel to the college and the family’s educational expenses for other children.

The Aquinas Scholarship: This is a “merit” based scholarship and the award is based on criteria considering academic achievements, participation in community service, church activities, or school leadership organizations, and artistic or athletic ability.

The Pastoral Scholarship: This is available for students who are committed to the community through community service programs and social outreach, and that demonstrate financial need. The scholarship will be open to students from any high school. All applicants must submit letters of recommendation from their high school principal or director. Scholarship recipients will be chosen based on the Pastoral Scholarship Committee's assessment of the student’s potential to enhance community service. Pastoral Scholarships are renewable for up to four years and will cover 80% of tuition and fees and room and board. Being eligible for Federal Student Aid does not prohibit students from receiving a Pastoral Scholarship, although they will be required to apply for any grants for which they are eligible to offset the costs to the university.

Academic Leadership Scholarship: This is available for U.S. Citizens and Residents who have a minimum cumulative high school GPA (grade point average) of 3.2 or 93%. Recipients are required to be enrolled full-time, live on campus and maintain a minimum cumulative GPA of 3.2 or above.

Many scholarships and grants include a voluntary work-study component in which students are assigned to work with faculty members or administrators for ten hours per week. Refer to the Work Study Policy in the Human Resources Office. Each scholarship or grant is tailored to the financial and academic needs of the recipient. The individual institutional aid award letter provides the specifics of the award, the cumulative GPA required, and the work-study requirement.

To apply for scholarships, students must first apply for admission. Application materials are available in the Financial Aid office, or downloaded from the university’s website. All Scholarship Applicants are encouraged to submit supporting documentation (awards and honors received, letters of recommendation) for the Scholarship Committee to consider.

FEDERAL STUDENT AID PROGRAMS AVAILABLE AT THE LATIN AMERICAN CAMPUS (For eligible U.S. Citizens and Residents ONLY)
The Latin American Campus participates in the following Federal Student Aid Programs:
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Subsidized and Unsubsidized Stafford Loans
- Federal PLUS Parent Loan
- Alternative Loan Programs

Federal Financial Aid Credit Balance Policy
Federal Credit balances occur when the amount of federal funds credited to the student’s account exceed the amount of tuition, fees, room, board and other authorized charges. Federal refunds are paid to the student (or parent) within fourteen (14) days after the credit balance occurred. Credit balances checks are processed and distributed by the Business Office.

ADDING/DROPPING CLASSES
Final eligibility for financial aid is based on the number of hours for which students are enrolled as of the Official Count Day. The Official Count Day is published in the academic calendar.

**PAGE 51, TUITION, FEES, AND OTHER COSTS**

Modify the last sentence of paragraph four to read as follows:

An academic transcript and diploma will not be released if the student has a balance with the institution for any reason.

Add the following to the end of this section:

The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:

**TUITION AND FEES**

2013-2014 Undergraduate Tuition and Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee (non-refundable)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Full Time Rate - Resident Student (12 - 18 Semester credit hours)**

- Tuition: $6,090.00 per semester
- Meal Plan A: $1,500.00 per semester
- Meal Plan B: $1,700.00 per semester
- Education Fee (Technology, Activity and other Fees): $225.00 per semester

**Full-Time Rate - Commuter Student**

- Tuition: $6,090.00 per semester
- Education Fee (Technology, Activity and other Fees): $225.00 per semester

Part time students below 12 credits, and enrollment beyond 18 credits of the permitted full time rate will be charged at $406 per credit hour.

**Special Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID card</td>
<td>$5.00</td>
</tr>
<tr>
<td>ID Replacement Fee</td>
<td>$7.00</td>
</tr>
<tr>
<td>Drop/Add Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Dormitory Reservation Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>$25.00</td>
</tr>
<tr>
<td>Business Office Clearance, (Each Additional Copy)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Duplicate Dormitory Key</td>
<td>$16.00</td>
</tr>
<tr>
<td>Charge For Returned Check</td>
<td>$30.00</td>
</tr>
<tr>
<td>Vehicle Registration (Including Decal), Per Semester</td>
<td>$20.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$700.00</td>
</tr>
<tr>
<td>Delayed Payment Charge (Automatically Posted to Student's Account)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Officials Records Office Letters</td>
<td>$2.00</td>
</tr>
<tr>
<td>Stamps for CNU Accreditation</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

*Note: All fees are subject to change*
Modify the last two sentences of paragraph three to read as follows:

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.

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

STUDENT LIFE
The Student Life Department strives to provide a vibrant on-campus culture in which all students have the opportunities necessary to ensure the development of their whole person. The various departments of Pastoral Life, Student Activities, and Athletics complement Academics by contributing to the well rounded development of our students’ intellectual, spiritual and social lives. The chapel, health clinic, cafeteria, library, dorms and athletic fields all contribute to provide a complete life experience.

Student Life policies for the Latin American Campus in San Marcos, Nicaragua are stipulated in the 2013-2014 Keiser University Latin American Campus Student Handbook distributed by the Department of Student Life and available at www.keiseruniversity.edu (San Marcos, Nicaragua campus section).

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

In Nicaragua in cases of emergency, dial 911 for the Red Cross and 118 for the National Police. The Keiser University Latin American Campus is a closed campus. Only staff, students, and visitors that have permission to enter the campus are allowed on the premises. Campus security staff is responsible for maintaining a safe environment, and enforcing proper procedures in the event of an incident. Campus security can also contact local authorities when necessary.

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

Security guards and certified Nicaraguan law enforcement officers are the only people permitted to possess a gun or weapon of any kind at the Keiser University Latin American Campus. Any other possession of a weapon of any kind for any reason by anyone on a Keiser University campus is strictly prohibited.

Modify the last sentences of the first paragraph to read as follows:

(NOTE: All financial obligations to the University must be paid before transcripts and diplomas are released).

Insert the following after the section Sexual Harrassment:

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 assure 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 the Title IX Coordinator 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/heoa under the heading “Health & Safety Information – Title IX Compliance”.

Title IX Coordinator:
Louise Morley, Ombudsman, 1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309, 954-776-4476

PAGE 69, UNIVERSITY HOURS

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

The University is in session throughout the year, with the exception of holidays and vacations listed in the Academic Calendar.

PAGE 70, LIBRARY SYSTEM

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

The Henry H. Howard and Gertrude L. Bagley Library provides facilities for individual and group study, computers with Internet access, Wi-Fi for laptops and other mobile devices, a room for viewing videos in small groups, a classroom and photocopy services. Open stacks encourage browsing among the books and periodicals. The 24 hour study room and the large conference room with an independent entrance for special university functions offer additional resources for students and faculty.

This new, spacious library building is open Sunday through Friday during the academic year and Monday through Friday from May through August. There are growing collections of books, periodicals, online databases and audio-visual materials including videos, CD-ROMs and audio materials. The electronic databases are updated daily and give students excellent research options. They include JSTOR, Medline, Business Source Premier of EBSCOhost and ProQuest, to name a few. All are searchable through the library section of the university website when on campus. Some of the databases are usable off-campus with a user name and password. Library staff gives training on use of these databases to incoming students in the Freshman Seminar classes and other students as needed in groups or individually.

The library has been the recipient of several valuable donations over the last several years. Special collections include: the Latin American Collection which concentrates on Nicaraguan history and literature in English and Spanish, a collection of rare books, some Master and Doctoral theses, more than thirty years of bound Nicaraguan newspapers for research purposes, and a display of faculty publications.

<table>
<thead>
<tr>
<th>LIBRARY HOURS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNDAY</td>
<td>3 TO 9 PM</td>
</tr>
<tr>
<td>MONDAY TO THURSDAY</td>
<td>7:45 AM TO 11 PM</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>7:45 AM TO 5 PM</td>
</tr>
</tbody>
</table>

PAGE 71, ATTENDANCE

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

Students must be in attendance by the end of the Add/Drop period in order to begin a course.

PAGE 73, MILITARY DEPLOYMENT POLICY

Replace this section with the following:

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
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.

PAGE 73, POLICY ON CLASS ABSENCES DUE TO MILITARY SERVICE

Replace the second sentence with the following:

Absence due to short-term military duty is recognized as an excused absence.

PAGE 75, ADD-DROP PERIOD

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

Add/drops may occur only during the first two weeks of a regular semester, with exceptions made by the Academic Dean, and on the days stipulated in the Academic Calendar for Summer Sessions.

PAGE 75, ACADEMIC LOAD

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

Students who have completed at least one semester as a full-time student may take additional credits beyond 15 credits but not to exceed 18 credits per semester with the approval of their academic advisor (subject to per credit tuition rates).

PAGE 75, GRADING

Add the following to the table:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Interpretation</th>
<th>Numerical Value</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>WM</td>
<td>Withdrawal / Military Deployment</td>
<td>Not Computed</td>
<td></td>
</tr>
</tbody>
</table>

PAGE 76, SCHOLASTIC HONORS

Add the following to the end of this section:

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

Dean’s List Scholastic Honors distinction is denoted as President’s List at the Latin American Campus and Honor Roll is denoted as Dean’s List.

PAGE 78, ADDITIONAL REQUIREMENTS FOR BACHELOR OF ARTS OR SCIENCE

Replace the fourth bullet with the following:

- Students must complete the ETS Proficiency Profile.

PAGE 78, ASSOCIATE OF ARTS

Replace the second paragraph with the following:
Students in Associate of Arts programs must also meet Gordon Rule requirements (see catalog section) for graduation. Students must complete ETS Proficiency Profile testing.

**PAGE 82, PROGRAMS OFFERED AT EACH CAMPUS**

Add the following information as another location beneath Ft. Lauderdale undergraduate section:

San Marcos, Nicaragua (off-campus site)

**Bachelor of Arts**
- Business Administration
- Political Science
- Psychology

**PAGE 98, PROGRAM DESCRIPTION, BA ACCOUNTING**

Replace this section with the following:

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

**Program Objectives**
The following objectives are designed to meet Keiser University’s mission and its goals:

- Demonstrate knowledge of accounting/tax concepts and standards as they relate to various specialty areas within accounting
- Use concepts related to the general business environment in professional situations
- Obtain proficiency in the use of business and accounting/tax software applications
- Enhance research and communication skills using professional literature
- Understand legal, regulatory, and professional standards as they relate to accounting situations

**PAGE 100-104, PROGRAM DESCRIPTION, BA BUSINESS ADMINISTRATION**

Replace the Program Description, Mission, and Program Objectives with the following:

**Program Description**
Keiser University’s Bachelor of Arts degree in Business Administration focuses on a more in-depth study of the functional areas of business, communication skills, ethical business practices and technology skills needed in today’s global business environment. The program offers several concentrations that allow students to specialize in a specific business discipline to enhance their career opportunities within that field. The program includes opportunities for students to apply skills and knowledge learned throughout the program.

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

**Program Objectives**
The following objectives are designed to meet Keiser University’s mission and its goals:

- Comprehend and apply concepts of the functional areas related to local and global business
- Comprehend, discuss, and apply regulatory and ethical practices
- Enhance proficiency in the use of basic information systems and quantitative techniques
- Enhance research, communication, and presentation skills using professional literature
- Demonstrate the integration of knowledge and professional skills in specific areas of concentration
Add the following new concentration to the Program Outline following Finance Concentration:

**Upper Division Business Administration Major Courses**

**Transportation and Logistics (18.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRA3035</td>
<td>Foundations of Transportation</td>
<td>3.0</td>
</tr>
<tr>
<td>TRA3153</td>
<td>Strategic Transportation Management</td>
<td>3.0</td>
</tr>
<tr>
<td>TRA4202</td>
<td>Logistics Systems Management</td>
<td>3.0</td>
</tr>
<tr>
<td>TRA4435</td>
<td>Post and Terminal Operation Management</td>
<td>3.0</td>
</tr>
<tr>
<td>TRA4721</td>
<td>Global Logistics</td>
<td>3.0</td>
</tr>
<tr>
<td>TRA4945</td>
<td>Logistics Practicum</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**PAGE 104, PROGRAM DESCRIPTION, BA BUSINESS ANALYTICS**

Insert the following before BA Criminal Justice:

**BUSINESS ANALYTICS**

**Bachelor of Arts Degree**

**Program Description**

Keiser University’s Bachelor of Arts degree in Business Analytics prepares students for a career in Business Analytics, also known as Business Intelligence. Students are offered an integrated business and information technology education that is the key driver to ask the right questions to uncover the strategic information needs within organizations, answer these questions by extracting and assessing meaningful data, and clearly communicate the information from the data so that sound decisions can be made. The emphasis of this program is on developing students’ business, technological, analytical, and communication skills. During the application components of this program, students work independently, in groups, and with community organizations to further develop the necessary skills needed for a business analyst.

**Program Objectives**

- Prepare students’ abilities to understand business concepts, terms, and theories.
- Prepare students in becoming proficient in the use of computer languages, databases, and other applications of information technology.
- Develop students’ understanding of business problems.
- Develop students’ analytical skills used in business decisions.
- Develop students’ ability to solve problems through the use of critical thinking techniques.
- Develop students’ communication skills necessary to meet the needs of business organizations.
- Prepare students for a professional work environment as a business analyst.

**Prerequisites for Upper Division Major Courses**

None

**Program Outline**

To receive a Bachelor of Arts in Business Analytics, students must earn 132 credit hours. Program requirements are as follows:

**Lower Division Business Analytics Major Courses (29 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG1001</td>
<td>Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG2011</td>
<td>Accounting Principles II</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN2001</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN1021</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAR1011</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS1305C</td>
<td>Essentials of Networking</td>
<td>4.0</td>
</tr>
<tr>
<td>COP2843C</td>
<td>Web Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>CGS531</td>
<td>Problem Solving Using Computer Software</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN2999</td>
<td>Integrated Studies Capstone Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for Lower Division</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Lower Division General Education Courses (40.0 credit hours)**

Credit hours in parentheses indicate the required number of credit hours in each discipline.
**Behavioral/Social Science (3.0 credit hours)**
- AMH1010 American History Pre 1876 3.0 credit hours
- AMH1020 American History Since 1876 3.0 credit hours
- POS1041 Political Science 3.0 credit hours
- PSY1012* Introduction to Psychology 3.0 credit hours
- SYG1000* Sociology 3.0 credit hours

**Communication (3.0 credit hours)**
- SPC 1017 Speech Communication 3.0 credit hours

**Computers (3.0 credit hours)**
- CGS 1000 Introduction to Computers 3.0 credit hours

**Economics (6.0 credit hours)**
- ECO1023 Microeconomics 3.0 credit hours
- ECO2013 Macroeconomics 3.0 credit hours

**English (6.0 credit hours)**
- ENC1101* English Composition I 3.0 credit hours
- ENC2013* English Composition II 3.0 credit hours

**Humanities/Fine Arts (3 credit hours)**
- AML1000* American Literature 3.0 credit hours
- ENL1000* English Literature 3.0 credit hours

**Mathematics (10 credit hours)**
- STA2023 Statistics 3.0 credit hours
- MAD2104 Discrete Mathematics and Probability 4.0 credit hours
- MAC2233 Survey of Calculus 3.0 credit hours

**Natural Science (6 credit hours)**
- BSC1010 General Biology 3.0 credit hours
- or
- BSC2010 General Biology 3.0 credit hours
- BSC1011 Advanced Biology 3.0 credit hours
- or
- BSC2011 Advanced Biology 3.0 credit hours
- CHM2045 Chemistry 3.0 credit hours
- CHM2046 Advanced Chemistry 3.0 credit hours
- PHY2053 Physics I 3.0 credit hours
- PHY2054 Physics II 3.0 credit hours
- PHY2001 Physics I 3.0 credit hours
- PHY2002 Physics II 3.0 credit hours
- BSC1030 Environmental Biology 3.0 credit hours

**Note:** All lower division major and general education courses should be successfully completed before upper division major courses are undertaken. *Must be completed with a “C” or higher for Gordon Rule credit.

**Upper Division Major Courses (54 credit hours)**
- ACG3073 Managerial Accounting 3.0 credit hours
- BUL3130 Legal/Ethical Environment of Business 3.0 credit hours
- FIN3400 Principles of Managerial Finance 3.0 credit hours
- MAN3025 Introduction to Management and Organizational Behavior 3.0 credit hours
- MAN4583 Project Management 3.0 credit hours
- MAR4804 Marketing Strategy 3.0 credit hours
- GEB3523 Business Case Studies 3.0 credit hours
- QMB3200 Quantitative Approach to Business 3.0 credit hours
- ISM3230 Introduction to Business Programming 3.0 credit hours
- ISM3112 Systems Analysis Methodologies 3.0 credit hours
- ISM3116 Introduction to Business Intelligence 3.0 credit hours
Bachelor of Arts Degree

Program Description
Keiser University's Bachelor of Arts degree in Financial Crime Investigation (FCI) provides students with competencies in the areas of computer information analysis, criminal justice, and accounting. The program provides students with the necessary skills to investigate financial criminal activity through the analysis of financial records, proper collection and documentation of information, and interpretation of the evidentiary value of the information gathered.

Program Objectives
The following objectives are designed to meet Keiser University’s mission and its goals:

- To provide students with the knowledge and critical thinking skills applicable to the field of financial fraud detection and examination.
- To provide students with the skills to properly communicate their evaluation of evidence gathered during their investigation of various financial crimes to law enforcement agencies and in court proceedings.
- To provide students with credits towards the opportunity to sit for the examination for the status of Certified Fraud Examiner (CFE). The examination is given by the Association of Certified Fraud Examiner.

Prerequisites for Major Courses
- ACG1001 is a prerequisite for ACG2011
- ACG2011 is a prerequisite for FIN2001
- ACG4101 is a prerequisite for ACG4111
- ACG4111 is a prerequisite for ACG4342 & ACG4651
- ACG4651 is a prerequisite for ACG4671
- ACG4671 is a prerequisite for ACG4401 & ACG4682
- CET1171C is a prerequisite for CET1172C

Program Outline
To receive a Bachelor of Arts degree in Financial Crime Investigations, students must earn 122.0 credit hours. Program requirements are as follows:

Lower Division Financial Crime Investigations Major Courses (26.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG1001</td>
<td>Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG2011</td>
<td>Accounting Principles II</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4101</td>
<td>Accounting Principles III</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4111</td>
<td>Accounting Principles IV</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4342</td>
<td>Accounting Principles V</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4651</td>
<td>Accounting Principles VI</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4671</td>
<td>Accounting Principles VII</td>
<td>3.0</td>
</tr>
<tr>
<td>CET1171C</td>
<td>Accounting Principles VIII</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>COM3441</td>
<td>Group Communication and Team Interaction</td>
<td>3.0</td>
</tr>
</tbody>
</table>
BUL1240 Business Law 3.0 credit hours
CET1171C Service/Support PC Systems I 4.0 credit hours
CET1172C Service/Support PC Systems II 4.0 credit hours
CJE1130 Communication and Writing for Criminal Justice Professionals 3.0 credit hours
CJE2600 Criminal Investigations 3.0 credit hours
FIN2001 Financial Management 3.0 credit hours

Lower Division General Education Courses (36.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)
AMH1010 American History Pre 1877 3.0 credit hours
AMH1020 American History Post 1876 3.0 credit hours
POS1041 Political Science 3.0 credit hours
PSY1012* Introduction to Psychology 3.0 credit hours
SYG1000* Sociology 3.0 credit hours

Communications (3.0 credit hours)
SPC1017 Speech 3.0 credit hours

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

Economics (6 credit hours)
ECO1023 Microeconomics 3.0 credit hours
ECO2013 Macroeconomics 3.0 credit hours

English (6 credit hours)
ENC1101* English Composition I 3.0 credit hours
ENC2102* English Composition II 3.0 credit hours

Humanities/Fine Arts (3 credit hours)
AML1000* American Literature 3.0 credit hours
ENL1000* English Literature 3.0 credit hours

Mathematics (6 credit hours)
MAC2105 College Algebra 3.0 credit hours
MGF2106 College Mathematics 3.0 credit hours
STA2023 Statistics (required) 3.0 credit hours

Natural Science (6 credit hours)
BSC1010 General Biology 3.0 credit hours
BSC1010L General Biology Laboratory 3.0 credit hours
BSC1011 Advanced Biology 3.0 credit hours
BSC1011L Advanced Biology Laboratory 3.0 credit hours
BSC1050 Environmental Science 3.0 credit hours

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.
*Must be completed with a grade of “C” or higher for Gordon Rule credit.
### Upper Division Financial Crime Investigations Courses (45 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG4101</td>
<td>Intermediate Accounting I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4111</td>
<td>Intermediate Accounting II</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4342</td>
<td>Advanced Managerial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4401</td>
<td>Accounting Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4651</td>
<td>Auditing I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4671</td>
<td>Auditing II</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4682</td>
<td>Fraud Examination</td>
<td>3.0</td>
</tr>
<tr>
<td>BUL3130</td>
<td>Legal and Ethical Environments of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ4641</td>
<td>Organized Crime</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ4644</td>
<td>White-Collar and Economic Crime</td>
<td>3.0</td>
</tr>
<tr>
<td>CFI4475</td>
<td>Network Forensics</td>
<td>3.0</td>
</tr>
<tr>
<td>CFI4477</td>
<td>Computer System Forensic Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>CJE4688</td>
<td>Cyber Crimes</td>
<td>3.0</td>
</tr>
<tr>
<td>CJL4133</td>
<td>Criminal Evidence and Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4212</td>
<td>Database Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Upper Division General Education Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO4223</td>
<td>Money and Banking</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>

---

**Program Outline**

To receive a Bachelor of Science degree in Biomedical Sciences, students must earn 123 credit hours. Program requirements are as follows:

### Lower Division Biomedical Sciences Major Courses (24.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM2045</td>
<td>General Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2045L</td>
<td>General Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2046</td>
<td>Advanced Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2046L</td>
<td>Advanced Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2010</td>
<td>Organic Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2010L</td>
<td>Organic Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2011</td>
<td>Organic Chemistry II</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2011L</td>
<td>Organic Chemistry II Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PHY2053</td>
<td>Physics I</td>
<td>3.0</td>
</tr>
<tr>
<td>PHY2053L</td>
<td>Physics I Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PHY2054</td>
<td>Physics II</td>
<td>3.0</td>
</tr>
<tr>
<td>PHY2054L</td>
<td>Physics II Laboratory</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Lower Division General Education Courses (39.0 credit hours)

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

**Behavioral/Social Science** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology (required)</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>DEP2004</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1010</td>
<td>American History Pre 1877</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Post 1877</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Communications</strong> (3.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Computers</strong> (3.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>English</strong> (6.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Humanities/Fine Arts</strong> (3.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Mathematics</strong> (7.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT2311</td>
<td>Calculus</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Electives</strong> (3.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY2214</td>
<td>Abnormal Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong> (8.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSC2010</td>
<td>Biology I</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC2010L</td>
<td>Biology I Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC2011</td>
<td>Biology II</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC2011L</td>
<td>Biology II Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Upper Division Biomedical Sciences Major Courses</strong> (51.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCH4053</td>
<td>Biochemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>BCH4054</td>
<td>Biochemistry II</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3063L</td>
<td>Genetics Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3063L</td>
<td>Genetics Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3522</td>
<td>Molecular Biology I</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3023L</td>
<td>Molecular Cell Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB4524</td>
<td>Molecular Biology II</td>
<td>3.0</td>
</tr>
<tr>
<td>MCB3020</td>
<td>Microbiology</td>
<td>4.0</td>
</tr>
<tr>
<td>MCB3020L</td>
<td>Microbiology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB4239</td>
<td>Molecular Immunology</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3233L</td>
<td>Immunology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MCB4414</td>
<td>Microbial Metabolism</td>
<td>3.0</td>
</tr>
<tr>
<td>MCB4721C</td>
<td>Methods in Biotechnology</td>
<td>4.0</td>
</tr>
<tr>
<td>MCB4312</td>
<td>Molecular Biotechnology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC3403C</td>
<td>Quantitative Biological Methods</td>
<td>4.0</td>
</tr>
<tr>
<td>BSC4458</td>
<td>Bioinformatics</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3703C</td>
<td>Human Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>ZOO3733C</td>
<td>Human Anatomy</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Upper Division General Education Courses</strong> (9.0 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLA3523</td>
<td>Health Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3241</td>
<td>Writing for the Technical Professional</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**NOTE:** All lower division major and general education courses must be successfully completed before upper division courses are undertaken.
Program Outline
To receive a Bachelor of Science in Biotechnology, students must earn 122.0 credit hours. Program requirements are as follows:

Remove BSC2085C Anatomy and Physiology I and BSC2086C Anatomy and Physiology II from the Lower Division Biotechnology Major Courses, reducing the total credits from 32.0 credit hours to 24.0 credit hours.

Substitute PCB3703C Human Physiology, 4.0 credit hours, in place of MCB4720 Industrial Perspective Seminar, 3.0 credit hours, within the Upper Division Biotechnology Major Courses, increasing the total credits from 52.0 credit hours to 53.0 credit hours.

PAGE 125, PROGRAM DESCRIPTION, BS CYBERFORENSICS/INFORMATION SECURITY

Replace the “Program Outline” with the following:
Program Outline
To receive a Bachelor of Science degree in Cyber Forensics/Information Security, students must earn 60.0 credit hours at the bachelor’s level in addition to having earned an associate’s degree in a computer-related field from an accredited institution. Program requirements are as follows:

Upper Division Cyber Forensics /Information Security Major Courses (48.0 credit hours)
- ACG3024 Accounting for Non-Financial Majors 3.0 credit hours
- BUL3130 Legal and Ethical Environments of Business 3.0 credit hours
- CIS4253 Ethics in Information Technology 3.0 credit hours
- CIS4365 Security Policies and Disaster Preparedness 3.0 credit hours
- ISM3112 System Analysis 3.0 credit hours
- CJL4133 Criminal Evidence and Procedures 3.0 credit hours
- ISM4113 Systems Design 3.0 credit hours
- CJE4688 Cyber Crimes 3.0 credit hours
- CCJ4644 White-Collar and Economic Crime 3.0 credit hours
- ISM4212 Database Management Systems 3.0 credit hours
- ISM4302 Information Technology Planning 3.0 credit hours
- CFI4473 Digital Media Forensics 3.0 credit hours
- CFI4475 Network Forensics 3.0 credit hours
- CFI4477 Computer System Forensic Analysis 3.0 credit hours
- CFI4479 Network Defense and Countermeasures 3.0 credit hours
- CGS3362 Organization and Technology of Information Systems 3.0 credit hours

Upper Division General Education Courses (12.0 credit hours)
- CGS3300 Management Information Systems 3.0 credit hours
- ENC3213 Professional Writing 3.0 credit hours
- IDS3355 Critical Thinking 3.0 credit hours
- STA3163 Intermediate Statistics 3.0 credit hours

PAGE 125, PROGRAM DESCRIPTION, BS DIETETICS AND NUTRITION

Replace this section with the following:
DIETETICS AND NUTRITION
Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science degree in Dietetics and Nutrition combines clinical evaluation, community concerns, and food service management into a profession long valued for its service to individuals and the community at large and focused on proper nutrition and the prevention of chronic diseases. The Coordinated Program in Dietetics is unique since the didactic instruction is integrated with the supervised practice. Following graduation, students are eligible to sit for the national Registered Dietetic Exam.
Dietitian/Registered Dietitian Nutritionist (RD/RDN) examination. Upon successful completion of this exam, the RD/RDN is eligible for licensure in Florida or any other state that licenses dietitians/nutritionists.

Program Mission
The mission of the coordinated program in Dietetics and Nutrition is to provide a comprehensive baccalaureate program, inclusive of a high quality didactic curriculum and supervised practice, preparing students for entry-level practice as Registered Dietitians/Registered Dietitian Nutritionists in a diverse environment demonstrating integrity, leadership, excellence, and a commitment to service the needs of the community populations.

Program Goals
- Recruit, retain, and prepare a diverse population of students for successful careers as Registered Dietitians/Registered Dietitian Nutritionists in a variety of settings.
- Instill graduates with a commitment to integrity, leadership, excellence, and service to the community while working as Registered Dietitians/Registered Dietitian Nutritionists.

Program Objectives
The following objectives are designed to meet Keiser University’s mission and its goals:
- Within one year of program completion, 80% of graduates will have passed the RD exam on their first attempt.
- 80% of students enrolled in their first upper division course will graduate within three years.
- Within twelve months of program completion, 80% of graduates will be successfully employed in an entry-level Registered Dietitians-Registered Dietitian/Nutritionists position. Exception will be for those students who have voluntarily removed themselves from seeking a nutrition-related position due to personal considerations.
- Within two years of program completion, 50% of graduates will indicate service in a national, state or local affiliation or through employment demonstrating leadership qualities with the profession.
- 80% of employers will indicate on the employer survey that students are competent entry-level practitioners.

Programmatic outcomes results from the above objectives are available upon request.

Alternate Pathways
Graduates of an ACEND-accredited Didactic Program in Dietetics (DPD) who meet the following requirements may apply for the Alternate Pathway Option. Graduates of this alternate pathway option receive a BS in Dietetics and Nutrition, completing the supervised practice and three courses to establish residency (DIE 4246C Clinical Nutrition, DIE 4365 Dietetics Management of Nutrition Program, and DIE 4506 Seminar in Dietetics and Nutrition) These graduates are also eligible to sit for the RD/RDN exam.
- An original copy of a Verification Statement.
- A minimum cumulative GPA of 3.0 on a 4.0 scale
- Two letters of reference
- One page letter of applications that includes, but is not limited to work and volunteer experience, projected focus in the field of dietetics and applicant’s desire to become a practicing Registered Dietitian/Registered Dietitian Nutritionist.

Applicants must also complete an interview with the Program Coordinator or Program Director and take a pretest to establish placement in a cohort.

Other Considerations:
- Criminal Background Checks, both Level 1 and Level 2 are required at various stages of the program, and are at the student’s expense.
- 10-panel drug testing is required before supervised practice and at the discretion of the supervised practice site, and is at the student’s expense.
- Uniforms and lab coats are required during core classes and supervised practice, and are at the student’s expense.
- Travel to and from supervised practice sites is at the student’s expense.
- Tuition, fees, and financial information is available in the Tuition, Fees, and Other Costs section of this catalog.

Prerequisites for Major Courses
Background check and drug screening when applicable.
Minimum grade of “C” for general education courses.
Successful completion of BSC2085C, BSC2086C, MCB 2000C, STA 2023, CHM 1046, BSC 1010, HUN 2201C, BCH 1020C, PSY 1012 or SYG 1000 and ECO 2031 or ECO 1023 are prerequisites for all major courses. Minimum cumulative grade average of 3.0 on a scale of 4.0.

**Program Outline**

To receive a Bachelor of Science degree in Dietetics and Nutrition, students must earn 137.0 credit hours. Program requirements are as follows:

**Lower Division Dietetics Major Courses** (3.0 credit hours)

HUN2201 Principles of Nutrition 3.0 credit hours

**Lower Division General Education Courses** (51.0 credit hours)

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

**Behavioral/Social Science** (3.0 credits)

PSY1012 Introduction to Psychology 3.0 credit hours
SYG1000 Introduction to Sociology 3.0 credit hours

**Communication** (3.0 credits)

SPC1017 Speech Communication 3.0 credit hours

**Computers** (3.0 credits)

CGS1000C Introduction to Computers 3.0 credit hours

**Economics** (3.0 credits)

ECO1023 Microeconomics 3.0 credit hours
ECO2013 Macroeconomics 3.0 credit hours

**English** (6.0 credits)

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

**Mathematics** (6.0 credits)

MAT1033 Intermediate Algebra 3.0 credit hours
STA2023 Statistics 3.0 credit hours

**Natural Science** (27.0 credits)

BSC1010 General Biology 3.0 credit hours
BCH1020C Fundamentals of Biochemistry 4.0 credit hours
BSC2085C Human Anatomy/Physiology I 4.0 credit hours
BSC2086C Human Anatomy/Physiology II 4.0 credit hours
CHM2045 General Chemistry 3.0 credit hours
CHM2045L General Chemistry Laboratory 1.0 credit hours
CHM2046 Advanced Chemistry 3.0 credit hours
CHM2046L Advanced Chemistry Laboratory 1.0 credit hours
MCB2000C Microbiology 4.0 credit hours

**Upper Division Dietetics Major Courses** (83.0 credit hours)

DIE3125C Management of Dietary Systems 4.0 credit hours
DIE3317 Dietetics in Community Health 3.0 credit hours
DIE3434 Nutrition Education 3.0 credit hours
DIE4246C Clinical Nutrition 4.0 credit hours
DIE4365 Dietetics Management of Nutrition Program 3.0 credit hours
DIE4435C Nutrition Counseling 4.0 credit hours
DIE4506 Seminar in Dietetics and Nutrition 3.0 credit hours
DIE4564 Research Methods 3.0 credit hours
FOS3021C Fundamentals of Food 4.0 credit hours
FOS4041C Food Science 4.0 credit hours
FSS3233C Institution Food Service Production 3.0 credit hours
HUN3403 Lifecycle Nutrition 3.0 credit hours
HUN4241 Advanced Nutrition 3.0 credit hours
**SOCIAL MEDIA COMMUNICATIONS**

**Bachelor of Science Degree**

**Program Description**
The Keiser University Bachelor of Science in Social Media Marketing prepares students for careers in the fields of marketing, advertising, communications, technology, and management with a special focus on social media and its applications. Students are offered courses in management, marketing, technology, and communications in order to learn key concepts for ethical decision making and other marketing/communication elements. Students will also learn to apply social media theory and practice in the workplace, both locally and globally.

**Program Objectives**
The following objectives are designed to meet Keiser University’s mission and its goals:

- Apply key concepts of communication theory and practice in the workplace
- Understand communication concepts of social media and how to apply these concepts within the workplace
- Understand and apply management and marketing skills in connection with the evolving landscape of social media
- Utilize technology required within the framework of social media to optimize marketing potential in the workplace

**Prerequisites for Major Courses**
None

**Program Outline**
To receive a Bachelor of Science degree in Social Media Marketing, students must earn 128.0 credit hours. Program requirements are as follows:

**Lower Division Social Media Marketing Major Courses (29.0 credit hours)**
- GRA1062C Introduction to Mktg/Self Promotion 4.0 credit hours
- CGS2587C Delivery Systems I 4.0 credit hours
- CGS2588C Delivery Systems II 4.0 credit hours
- CGS2609C Delivery Systems III 4.0 credit hours
- CGS2580 Layout & Composition for Print Pub. I 4.0 credit hours
- GEB1112 Entrepreneurship 3.0 credit hours
- MAN1021 Principles of Management 3.0 credit hours
- MAR1011 Introduction to Marketing 3.0 credit hours

**Lower Division General Education Courses (30.0 credit hours)**
Credit hours in parentheses indicate the required number of credit hours in each discipline.

**Behavioral/Social Science (3.0 credit hours)**
- POS1041 Political Science 3.0 credit hours
- PSY1012 Introduction to Psychology 3.0 credit hours
- SYG1000 Sociology 3.0 credit hours

**Communications (3.0 credit hours)**
- SPC1017 Speech Communication 3.0 credit hours

**Computers (3.0 credit hours)**
- CGS1000C Introduction to Computers 3.0 credit hours
Program Description
Keiser University’s Associate of Arts degree in Accounting focuses on entry-level accounting skills including communication needed in today’s business environment. The program provides a basic understanding of not only essential business skills but also addresses the unique skills needed by an entry-level accountant. Accounting topics include: financial accounting, federal taxation, and the use of basic accounting software.

Program Objectives

Replace the section with the following:

Program Description

Keiser University’s Associate of Arts degree in Accounting focuses on entry-level accounting skills including communication needed in today’s business environment. The program provides a basic understanding of not only essential business skills but also addresses the unique skills needed by an entry-level accountant. Accounting topics include: financial accounting, federal taxation, and the use of basic accounting software.

Program Objectives
The following objectives are designed to meet Keiser University’s mission and its goals:
- Identify basic accounting/tax concepts and standards
- Prepare basic financial statements
- Use common business and accounting software applications at a basic level
- Use professional communication skills in the preparation of documents and presentations
- Identify components of regulatory and ethical business practices

**Program Description**
Keiser University’s Associate of Arts degree in Business Administration focuses on a basic understanding of business skills needed for entry level business professional. The program introduces students to the functional areas of business including ethical business practices, technology and communication skills needed in today’s business environment.

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

**Program Objectives**
The following objectives are designed to meet Keiser University’s mission and its goals:
- Describe basic concepts of the functional areas related to local and global business
- Define regulatory and ethical business practices
- Use basic information systems and quantitative techniques
- Develop professional communication, documentation, and presentations through basic research techniques.

**Program Description**
Keiser University’s Associate of Arts degree in Hospitality with a concentration in Hotel Operations will prepare students with competencies in the areas of sales, financial management, food and beverage sales and safety, facilities maintenance and housekeeping, as well as general accounting tailored to the hotel and resort industry. Coursework will focus on the business aspects of hospitality operations and incorporates externships to solidify skills.

**Program Objectives**
The following program objectives are designed to meet Keiser University mission and goals. Graduates will be able to:
- Understand the basic functions, objectives, and operational skills that are common to the hospitality industry
- Demonstrate content knowledge in the field of hotel, resort, and hospitality management
- Research and analyze information in the field
- Translate theory into practical applications in the resort, hospitality, recreation and tourism industry
- Demonstrate satisfactory oral and written presentation skills
- Demonstrate industry competency and skills during field experiences/externships
- Evaluate information in order to understand the dynamics of changing work environments, problem solve, make decisions, and provide leadership skills necessary to succeed in the hotel, resort, hospitality, and tourism profession
- Analyze, synthesize, and evaluate real-world work experiences and apply textbook theory
- Use accounting and financial skills necessary to demonstrate competence in dealing with changing economic conditions in the hotel, resort and hospitality industry

**Prerequisites for Major Courses**
None
Program Outline
To receive an Associate of Arts degree in Hospitality with a concentration in Hotel Operations, students must earn 66.0 credit hours. Program requirements are as follows:

Hospitality Major Courses (18.0 credit hours)
- HFT1000 Introduction to Hospitality Industry 3.0 credit hours
- HFT1265 Food and Beverage Management 3.0 credit hours
- HFT1600 Hospitality Law 3.0 credit hours
- HFT2930 Selected Topics in Hospitality Industry 3.0 credit hours
- HFT2500 Hospitality Marketing, Sales & Promotion 3.0 credit hours
- HFT1210 Supervision in Hospitality Industry 3.0 credit hours

Hotel Operations Concentration Courses (12.0 credit hours)
- HFT1252 Front Desk Administration 3.0 credit hours
- HFT2430 Hotel Financial Accounting- Night Auditing 3.0 credit hours
- HFT2945 Hospitality: Hotel Operations Externship I 3.0 credit hours
- HFT2946 Hospitality: Hotel Operations Externship II 3.0 credit hours

General Education Courses (36.0 credit hours)
Credit hours in parentheses indicate the required number of credits in each discipline.

Behavioral/Social Science (3.0 credit hours)
- AMH1010 American History Pre 1877 3.0 credit hours
- AMH1020 American History Post 1876 3.0 credit hours
- POS1041 Political Science 3.0 credit hours
- PSY1012 Introduction to Psychology* 3.0 credit hours
- SYG1000 Sociology* 3.0 credit hours

Communications (3.0 credit hours)
- SPC1017 Speech Communication 3.0 credit hours

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

Economics (6.0 credit hours)
- ECO1023 Microeconomics 3.0 credit hours
- ECO2013 Macroeconomics 3.0 credit hours

English (6.0 credit hours)
- ENC1101 English Composition I* 3.0 credit hours
- ENC2102 English Composition II* 3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)
- AML1000 American Literature* 3.0 credit hours
- ENL1000 English Literature* 3.0 credit hours

Mathematics (6.0 credit hours)
- MAC2105 College Algebra 3.0 credit hours
- MGF2106 College Mathematics 3.0 credit hours
- STA2023 Statistics (required) 3.0 credit hours

Natural Science (6.0 credit hours)
- BSC1010 General Biology 3.0 credit hours
- BSC1010L General Biology Laboratory 1.0 credit hours
- BSC1011 Advanced Biology 3.0 credit hours
- BSC1011L Advanced Biology Laboratory 1.0 credit hours
- BSC1030 Environmental Science 3.0 credit hours

*Must be completed with a grade of “C” or higher for Gordon Rule credit
Delete this program description; the program is inactive.

Add the following after “Program Objectives”:

Diagnostic Medical Sonography Program Goal
To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

Diagnostic Vascular Sonography Program Goal
To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

In the section “Nursing Major Courses,” delete NUR2823C and NUR2811C and replace with NUR2817C Nursing Roles Practicum [6 credit hours]

In the Program Outline, change the course title for RTE2785 to “Advanced Pathophysiologic Imaging”.

Delete this program description; the program is inactive.

Remove the following expired course descriptions:

ZOO4603C (4.0 credit hours)
Embryology and Developmental Biology
This course is designed to build upon the cellular basics covered in previous coursework. Students should be proficient in common biological terms. This course will cover the principles of developmental biology from fertilization to birth through representative model organisms. The fundamental concepts, principles, and mechanism of development will be covered through the topics of gene expression, embryogenesis, early embryonic development, late embryonic development, post embryonic development associated with senescence, and the ramifications and implications of developmental biology. Evolutionary associations as well as current important issues associated with developmental biology will also be covered.
Prerequisites: PCB 2063, PCB3063L, PCB3522

PCB3044 (3.0 credit hours)
Principles of Ecology
This course is designed to explore the interactions between organisms (including humans) and their environment. Students should be proficient in biological terms. This course will cover the fundamental concepts that define the field of ecology through the concepts of natural selection, population and community ecology, biodiversity, and sustainability. Students will develop an “ecological literacy” about how the natural world works and develop an understanding of how scientific methods are used to construct ecological knowledge.
Prerequisites: BSC 2010, BSC2010L, BSC2011, BSC2011L, CHM2045, CHM2045L

PCB3044L (1.0 credit hour)
Principles of Ecology Laboratory
This course is to be taken in conjunction with PCB3044. This course is designed to explore the interactions between organisms and their environment through inquiry-based virtual laboratory scenarios. Students will build upon concepts discussed in the corresponding lecture.

Add the following new course descriptions in alphabetical order:

CGS2531 (3 Credits)
**Problem Solving Using Computer Software**
Use of computer software including Microsoft Excel and Access to solve business problems. Use business analytics and cloud resources. Use website resources. PREREQUISITE: CGS1000C.

COM3441 (3 Credits)
**Group Communications and Team Interaction**
This course explores communication within groups and teams for use in academic, professional, and social situations. Topics include verbal and non-verbal communication within groups, the structure and environments of groups, roles, leadership, conflict management and decision making in groups and teams. A major requirement is a formal group presentation and written analysis of the group processes and experiences.

GEB3523 (3 Credits)
**Business Case Studies**
This course is designed to introduce business case analysis.

ISM3116 (3 Credits)
**Introduction to Business Intelligence**
This course focuses on the features, uses, and design strategies for IT-enabled managerial support. Data-oriented techniques for business intelligence (BI) and corporate decision making are emphasized. Technology context includes an overview of business intelligence framework, business process management and application-based business analytics and reporting. Specific Excel techniques include business reporting, using charts, descriptive statistics, statistical process control, and other tools common to business process improvement. The SAS Intelligence Platform is introduced and a BI tool. PREREQUISITE: QMB3200

ISM4117 (3 Credits)
**Data Mining and Warehousing**
This course provides an introduction to the modern database systems with focus on Data Mining and Warehousing. Emphasis is also places on the understanding of various database management functions and providing database support for the organization. Topics include fundamentals of relational systems including data models, database architectures, and database manipulations required for warehousing and mining.

ISM 4403 (3 Credits)
**Advanced Business Intelligence**
This course surveys advances business intelligence (BI) theories and concepts. Methods for analyzing, visualizing, and transforming business data are discussed to discover patterns that lead to predictive, diagnostic, and descriptive intelligence models. The focus will be on two BI tools, Excel and SAS, to enhance business decision making. PREREQUISITE: ISM3116.

MAC2223 (3 Credits)
**Survey of Calculus I**
This course is intended to introduce students to calculus concepts that are important tools for understanding some advanced topics in business, economics, and the social and natural sciences. PREQUISITE: MAC 2105, College Algebra with a C or better or appropriate score on the placement test.

MAD2104 (3 Credits)
**Discrete Mathematics and Probability**
Presents the mathematical principles of discrete structures that have significant applications in problem solving and computing. Topics include sets, logic, proofs, counting methods and probability, relations and graphs, Boolean algebras, and number theory. PREREQUISITE: MAC 2015.

MAN2999 (3 Credits)
**Integrated Studies Capstone Course for Lower Division**
Requires students to demonstrate knowledge of business concepts and theories acquired throughout the lower division courses of the bachelor degree program and apply these theories in elementary analysis and evaluation of a real world business scenario. Students are expected to synthesize and integrate their current understanding of business analytics in order to initiate research and evaluate the business intelligence topic of their choice selected from an instructor approved list. Students will develop this report
in preparation for upper division courses designed to provide a more in depth analysis of the selected topic. PREREQUISITES: Successful completion of all lower division courses.

PCB3703C (4.0 credit hours)  
**Human Physiology**  
Provides students with relevant academic information regarding the function of cells, tissues, organs and organ systems, including their interaction and integration with each other in the human body. Content will place an emphasis on regulatory mechanisms and some abnormal physiology.

PHI2610 (3.0 credit hours)  
**History of Ethics**  
An inquiry into the significance of moral good and evil, seeking to clarify these issues through the use of reason. This course will study the challenge of relativism and moral skepticism and will seek to explore some of the main ethical theories which have been developed in the philosophical tradition including Plato, Aristotle, St. Thomas Aquinas, Utilitarianism, Katian deontology and virtue. This course will philosophically analyze contemporary ethical concerns such as abortion, contraception, cloning, just war, and euthanasia.

PHI2820 (3.0 credit hours)  
**History of Aesthetics**  
This course is an inquiry into the nature of beauty, art, and related phenomena. Consideration is given to aesthetic problems as reflected in literature, film, theater, and fine arts. Concepts of beauty in nature and in art, artistic creation, the aesthetic response, and art criticism are examined and criticized. Ancient, medieval, and modern authors are read.

PHM 2000 (3.0 credit hours)  
**Nature and Person**  
This course is a systematic study of human nature, personhood, and the most profound questions concerning the activity and destiny of human persons. Beginning with a review of the classical mind-body problem, the course will examine and contrast the insights of ancient and modern writers concerning the basic truths about the person. Sources may include Plato, Aristotle, Augustine, Aquinas, Descartes, Hume, Kierkegaard, Scheler, and Wojtyla.

SPN2422 (3.0 credit hours)  
**Spanish Composition for Native Speakers**  
Basic writing course designed to provide training in clear thinking, in analytical writing and in the various methods of structuring an essay. Includes the study of research methods and the writing of documented papers.

QMB4930 (6 credits)  
**Special Topics and Projects in Operations Analysis.**  
Applied work in information systems and operations management. PREREQUISITES: all upper level courses. May be taken simultaneously with QMB4999 or MAN4999.

QMB4941 (6 credits)  
**Internship in Business Analytics: Information Systems and Operations**  
Applied work in information systems and operations management PREREQUISITES: all upper level courses. May be taken simultaneously with QMB4999 or MAN4999.

QMB4999 (3 credits)  
**Integrated Studies Capstone Course**  
Requires students to demonstrate knowledge and concepts learned throughout the program in an integrated fashion towards the organizational decision making process. Under the guidance of the business strategy simulation software, class members run a footwear company in head-to-head competition against footwear companies run by other class members, providing all students with first-hand experience of the managerial decision making process. The co-managers of each company are entirely responsible for assessing market conditions, determining how to respond to the actions of competitors, forging a long-term direction and strategy, forecasting upcoming sales, and making decision relating to workforce compensation and plant operations, capacity expansion, distribution center operations and inventory management, pricing and marketing, finance, as well as corporate social responsibility/citizenship. PREREQUISITES: all upper level courses except QMB4930 or QMB4941.

REL1200 (3.0 credit hours)  
**Introduction to Christian Scriptures**
This course is a general introduction to the Scriptures through an analysis of the development of key themes, texts and the literary forms and historical background which shape the message of salvation history from creation to the parousia. Consideration of the Bible as the progressive revelation of Christ as the Word of God and emphasis on the literal sense of the text are facets of the course.

REL1930 (3.0 credit hours)
**Introduction to Catholic Theology**
This course is an introduction to Catholic theology with particular attention given to natural and divine revelation, and the essential beliefs, doctrines and practices of the Catholic Church. Includes an introduction to the sources of theology and theological method.

TRA3035 (3.0 credit hours)
**Foundations of Transportation**
This course examines the development and the significance of transportation, economic characteristics of transportation modes, and the impact of regulation and deregulation. Includes case analysis and current transportation management theory and practice. Prerequisites: ECO1023, ACG3073, and MAN3025.

TRA3153 (3.0 credit hours)
**Strategic Transportation Management**
Presents the fundamental elements necessary to plan, implement, and control efficient and market-responsive integrated transportation systems. It examines the importance of transportation in the economy and the strategic and operational roles of transportation in supply chains. Emphasis is placed on domestic and global transportation operations, services pricing, carrier selection, equipment and shipment planning, transportation execution systems, intermodal operations, security, and expanded services in distribution. Prerequisite: NONE

TRA4202 (3.0 credit hours)
**Logistics Systems Management**
Design, operations and control of logistics systems for producing and servicing businesses. Emphasis is placed on customer service in the management of all activities involved in moving products, services, and information from point of origin to point of use and as a means of achieving a sustainable competitive edge. Prerequisite: NONE

TRA4435 (3.0 credit hours)
**Port and Terminal Operation Management**
This course provides an overview of the history, growth, organization, and operation of major ports and transportation terminals, including logistics processes such as on-dock rail, strategic and tactical planning, harbor drayage, terminal gate protocols, equipment and cargo management, and integration of marine port and terminal operations with other modes of transportation. It introduces the functions of the port divided along business lines, different types of marine terminals, and the day-to-day operational, financial, and labor issues of ports and terminals.

TRA4721 (3.0 credit hours)
**Global Logistics**
This course covers a variety of aspects of international logistics for establishing and sustaining global operations. Issues addressed include the strategic and operational roles of logistics in the international arena; the role of shipping, air and other forms of freight transportation in international logistics and their impact on world trade; international distribution and marketing channels; the logistics mix in international context; and the management of import and export shipments including documentation requirements. Prerequisite: MAR1011

TRA4945 (3.0 credit hours)
**Logistics Practicum**
This internship is designed to provide students with experience in transportation and logistics management in a setting where they can apply their education background to logistical issues in firms. Prerequisites: MAR1011 and TRA3035

ZOO3733C (4.0 credit hours)
**Human Anatomy**
Provides basic, integrated and functional anatomy of the human body in a clinically oriented way. Topics include gross and microscopic study of cell, tissues, organs, and organ systems. An emphasis on nomenclature with a critical understanding of how
structure is related to function. All major human organ systems are completed before the start of the Human Physiology Course.

**PAGE 255, COURSE DESCRIPTIONS--CORRECTION**

Change credit hours for COT2104 from 3 to 4.

**PAGE 276, COURSE DESCRIPTIONS, BS DIETETICS AND NUTRITION**

Replace the “DIE” course descriptions with the following:

DIE3125C (4.0 credit hours)
**Management of Dietary Systems**
Survey of various institutional food service systems; management concepts in planning, organization and leadership; personnel management and cost control. Application of principles involved in food sanitation and safety as it relates to food service production and management. Prerequisites: FSS 3233C.

DIE3244C (4.0 credit hours)
**Medical Nutrition Therapy**
Techniques and application of nutrition assessment and dietary prescriptions to accommodate medical treatment. Prerequisites: HUN 3403.

DIE3317 (3.0 credit hours)
**Dietetics in Community Health**
Introduces students to the program planning, policies, resources, and nutrition issues specific to community nutrition, providing an understanding of creating and implementing nutrition programs for various constituencies (elderly populations, children, impoverished populations, college students, etc.). Prepares students to take an active role in solving community nutritional and health problems, including program delivery, nutrition education, nutrition assessment, and planning nutrition interventions. Prerequisites: HUN 2201.

DIE3434 (3.0 credit hours)
**Nutrition Education**
Planning and practicing various forms of nutrition education for groups/individuals and working with instructional media.

DIE4246C (4.0 credit hours)
**Clinical Nutrition**
Interpretation of laboratory data for nutrition screening and assessment. Study of complex dietetic problems including calculations for tube feedings and total parenteral nutrition. Prerequisite: HUN 3403, DIE 3244C.

DIE4365 (3.0 credit hours)
**Dietetic Management of Nutrition Programs**
Focuses on management, first from a conceptual perspective, and then on its application to the various specialty areas in dietetics and foodservice. Examines the wide range of experiences dietetics managers face, from learning the terminology to understanding the choices and experiences associated with management practice. Prerequisite: DIE 3125.

DIE4435C (4.0 credit hours)
**Nutrition Counseling**
Nutrition counseling methods and communication skills for the development of competency for entry-level professionals. Exposes students to a variety of counseling theories, behavior change models, and counseling approaches commonly used in lifestyle behavior counseling. Practice in instructional communication skills. Prerequisite: DIE 3434.

DIE4506 (3.0 credit hours)
**Seminar in Dietetic and Nutrition**
Development of professional skills for career effectiveness in today’s job market. Senior standing.

DIE4536 (7.0 credit hours)
**Advanced Practicum in Dietetics**
Planned learning experiences; combining the in-depth study of theoretical concepts with clinical experiences. Prerequisite: Completion of all major didactic coursework

DIE 4537 (7.0 credit hours)
Supervised Dietetics Practice 1A and 1B
Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major didactic coursework.

DIE 4538 (7.0 credit hours)
Supervised Dietetics Practice 2A and 2B
Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major didactic coursework.

DIE 4940 (7.0 credit hours)
Field Experience in Nutrition and Dietetics A and B
Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major didactic coursework.

DIE4564 (3.0 credit hours)
Research Methods
Nutrition-related Research methods for planning, conducting and analyzing data. Students will learn various types of research study design, evaluation and assessment methods, and key aspects of research in food, nutrition and dietetics. Prerequisite: STA 2023.

PAGE 276, COURSE DESCRIPTIONS, AA HOSPITALITY
Insert the following course descriptions in alphabetical order:

HFT1000 (3.0 credit hours)
Introduction to Hospitality Industry
This course is an overview and history of the hospitality industry and will provide a comprehensive look at each department in the food service, lodging, and travel industries. The course will explore the various career opportunities and their expectations the travel and tourism industry.

HFT1265 (3.0 credit hours)
Food and Beverage Management
This course introduces food and beverage as a revenue generator. Students will learn about the different food and beverage outlets including banquets, quick casual, fine dining, theme restaurants and bars/lounges. Student will be exposed to the basic techniques of menu planning, procurement, service, pricing strategies and food and beverage regulations. Students will also participate in the National Restaurant Association ServSafe examination.

HFT1252 (3.0 credit hours)
Front Desk Administration
This course is designed to acquaint the student with front office procedures by detailing the flow of operational procedures for the total hotel organization. The course content will examine the various topics related to front-office operations: front office planning and evaluating operations, check-in/check-out guest services, night audit, and interdepartmental communications. Students will demonstrate knowledge of competencies in administrative functions of hotel front desk operations related guest services.

HFT1600 (3.0 credit hours)
Hospitality Law
This course will introduce students to the nature and function of the legal system as it applies to hospitality industry operations. Guest relationship, contracts, torts, civil rights and insurable risks are emphasized.

HFT2930 (3.0 credit hours)
Selected Topics in Hospitality Industry
This course is designed to develop increased proficiency with the skills and behaviors necessary to deliver quality customer service. Students will explore the role of housekeeping operations, identify levels of customer service and the value of exceeding
customer expectations, and recognize different communication styles. This course will also cover professional development using mock-interviews, resume review, and career research. Students will also participate in the American Hotel and Lodging Educational Institute Guest Service Gold.

HFT2430 (3.0 credit hours)
Hotel Financial Accounting- Night Auditing
This course analyzes and evaluates financial records, interpretation, and understanding of the auditing process. Emphasis is placed on report development, reconciliation of various ledger accounts, internal control, and procedures.

HFT2500 (3.0 credit hours)
Hospitality Marketing, Sales and Promotion
This course is designed to analyze various marketing and sales concepts as it relates to hotel and resorts, spa, clubs, casino, and recreation. The course will focus on various topics including: examining market segmentation, product placement, integration of technology, social media, sales and advertising. The students will understand the importance of marketing to guests and understanding their needs and behavior.

HFT1210 (3.0 credit hours)
Supervision in Hospitality Industry
Examines the techniques involved in the supervision of employees, developing sound relations with other departments, group discussions, methods of improvement and development of cost consciousness. Job analysis and job description techniques are developed.

HFT2945 (3.0 credit hours)
Hospitality: Hotel Operations Externship I
In conjunction with an approved sponsor, students are provided with an opportunity to practice classroom skills at a hands-on, off-campus professional hotel, resort or food service environment. It is a diverse learning experience for students who have completed their academic class work. Students who have completed their coursework will work with the externship coordinator to plan their externship.

HFT2946 (3.0 credit hours)
Hospitality: Hotel Operations Externship II
In conjunction with an approved sponsor, students are provided with an opportunity to practice classroom skills at a hands-on, off-campus professional hotel, resort or food service environment. It is a diverse learning experience for students who have completed their academic class work. Students who have completed their coursework will work with the faculty to plan their externship.

Change credit hours as follows:
MAC2147 (5 credit hours)
Pre-Calculus with Trigonometry
MAC2311 (4 credit hours)
Calculus

Replace this section with the following:
DIE3125C (4.0 credit hours)
Management of Dietary Systems
Survey of various institutional food service systems; management concepts in planning, organization and leadership; personnel management and cost control. Application of principles involved in food sanitation and safety as it relates to food service production and management. Prerequisites: FSS 3233C.

DIE3244C (4.0 credit hours)
Medical Nutrition Therapy
Techniques and application of nutrition assessment and dietary prescriptions to accommodate medical treatment. Prerequisites: HUN 3403.
DIE3317 (3.0 credit hours)
**Dietetics in Community Health**
Introduces students to the program planning, policies, resources, and nutrition issues specific to community nutrition, providing an understanding of creating and implementing nutrition programs for various constituencies (elderly populations, children, impoverished populations, college students, etc.). Prepares students to take an active role in solving community nutritional and health problems, including program delivery, nutrition education, nutrition assessment, and planning nutrition interventions. Prerequisites: HUN 2201.

DIE3434 (3.0 credit hours)
**Nutrition Education**
Planning and practicing various forms of nutrition education for groups/individuals and working with instructional media.

DIE4246C (4.0 credit hours)
**Clinical Nutrition**
Interpretation of laboratory data for nutrition screening and assessment. Study of complex dietetic problems including calculations for tube feedings and total parenteral nutrition. Prerequisite: HUN 3403, DIE 3244C.

DIE4365 (3.0 credit hours)
**Dietetic Management of Nutrition Programs**
Focuses on management, first from a conceptual perspective, and then on its application to the various specialty areas in dietetics and foodservice. Examines the wide range of experiences dietetics managers face, from learning the terminology to understanding the choices and experiences associated with management practice. Prerequisite: DIE 3125.

DIE4435C (4.0 credit hours)
**Nutrition Counseling**
Nutrition counseling methods and communication skills for the development of competency for entry-level professionals. Exposes students to a variety of counseling theories, behavior change models, and counseling approaches commonly used in lifestyle behavior counseling. Practice in instructional communication skills. Prerequisite: DIE 3434.

DIE4506 (3.0 credit hours)
**Seminar in Dietetic and Nutrition**
Development of professional skills for career effectiveness in today’s job market. Senior standing.

DIE4536 (7.0 credit hours)
**Advanced Practicum in Dietetics**
Planned learning experiences; combining the in-depth study of theoretical concepts with clinical experiences. Prerequisite: Completion of all major didactic coursework.

DIE 4537 (7.0 credit hours)
**Supervised Dietetics Practice 1A and 1B**
Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations, or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major didactic coursework.

DIE 4538 (7.0 credit hours)
**Supervised Dietetics Practice 2A and 2B**
Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations, or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major dietetic coursework.

DIE 4940 (7.0 credit hours)
**Field Experience in Nutrition and Dietetics A and B**
Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations, or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major dietetic coursework.
DIE4564 (3.0 credit hours)

Research Methods
Research methods for planning, conducting, and analyzing data. Students will learn various types of research methods, when it is appropriate to use each method and how to analyze qualitative and quantitative data. Research project in dietetics. Prerequisite STA 2023.

PAGE 301, COURSE DESCRIPTIONS, AS NURSING

Make the following replacements:

NUR1022C (8.0 credit hours)

Fundamentals of Nursing
Provides a foundation for the nursing program. Introduces the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Laboratory components include practice in basic nursing assessment skills such as; completion of health history, physical assessment techniques and common nursing skills that support basic human needs. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. Clinical settings may include but are not limited to acute care, long-term care and community settings.

NUR1140 (4.0 credit hours)

Nursing Pharmacology
Presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on fundamental application of the nursing process to the care of patients/clients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course.

NUR1211C (8.0 credit hours)

Basic Adult Healthcare
Focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. A continuation of dosage calculations is evident. The patho-physiologic basis for diseases along with the patient’s/client’s adaptive responses are explored and discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course.

NUR2230C (8.0 credit hours)

Advanced Adult Healthcare
Continues medical/surgical content from NUR1211C (Basic Adult Health Care). Builds upon the knowledge and skills acquired in this course, including continued integration of the concepts central to the practice of nursing. A continuation of dosage calculation is emphasized. Didactic and clinical content related to complex concepts and skills associated with medical-surgical and mental health nursing are presented within the framework of the nursing process. Mental health nursing components include the further development of student communication skills, and conceptual abilities as related to the dynamics of human behavior and therapeutic responses. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers.

NUR2310C (4.0 credit hours)

Pediatric Nursing
Focuses primarily on the interrelated dynamics of pediatric families; with exposure to common recurring and complex problems associated with the health of the pediatric patient/client within the family unit. Concepts and skills as presented in previous courses are integral to this course, with emphasis on developmental theories relating to the care of children. Dosage calculations related to pediatric patients / clients are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care, hospitals and pediatric programs (which may include outpatient, inpatient and community care).

NUR2421C (4.0 credit hours)

Maternity Nursing Care
Focuses primarily on maternity nursing care, with exposure to common problems associated with the health of mother, newborn and family. Concepts and skills learned in previous courses are integral to this course, with emphasis on developmental theories.
relating to the care of the family unit. Dosage calculations related to maternity care are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care and hospitals.

NUR2817C (6.0 credit hours)
Nursing Roles Practicum
Requires students to utilize previously learned skills, attitudes and behaviors. Didactic and clinical content include but are not limited to the development of: leadership and delegation concepts, time management, collaboration, prioritization, principles of legal responsibilities and ethical decision-making. Classroom content also includes preparation for success on the NCLEX-RN licensure examination. The clinical component is designed for students to demonstrate readiness to assume the role of a safe, entry-level, professional registered nurse. Clinical oversight may include experiences with faculty and/or an approved RN preceptor in an affiliated facility. Facilities may include but are not limited to acute care, skilled nursing, and community settings. A continuation of dosage calculation mastery is expected.

PAGE 330, COURSE DESCRIPTIONS–CORRECTION
Change the title of RTE2785 to “Advanced Pathophysiologic Imaging”.

PAGE 345, COURSE DESCRIPTIONS–ADDITION
Add the following course description in alphabetical order after the course TSL3080 Introduction to ESOL:

The following course applies only to students at the San Marcos, Nicaragua Latin American Campus:

THEO105 (4.0 credit hours)
Sacred Scripture
This course serves as the first theology course in the core curriculum. Since God is the primary author of Scripture, the soul of sacred theology is the study of the sacred page. This course has a twofold goal: to introduce students to the principles of authentic Catholic biblical exegesis, and to explore how God, the Creator, has acted through his covenants to draw his people, disordered by the Fall, back to himself. The course begins by examining the principles of Catholic exegesis as set forth definitively by Dei Verbum and the Catechism of the Catholic Church. We then undertake a careful reading of large segments of the Old and New Testament, with an emphasis on the unity of Scripture.

PAGE 361, ADMINISTRATION, FACULTY, AND STAFF
Add the following information before the Online Division:

San Marcos, Nicaragua Off-Campus Site
Campus President
Mathew Anderson
B.A., Franciscan University of Steubenville
M.A., Pontifical Institute, Gannon University
Ph.D. Cand., Vrije Universiteit, Holland/Institute of Christian Studies, Canada

Dean of Academic Affairs
Patrick Werner
B.A., Michigan State University
M.A., Michigan State University
J.D., Wayne State University

Dean of Students
Emilia Lilly Bermudez
B.Phil., Ave Maria College of the Americas
M.T.S., Institute for Pastoral Theology, AMU

Director of IT and Operations
Rodolfo Aburto
B.S., Universidad Central de Nicaragua (UCN)

Director of Admissions
Yadira Gonzalez
Miami Dade Community College

Director of Human Resources
Darling Espinoza
B.S., University of Mobile

Director of Development and Executive Assistant to the President
Norma Serrano
B.A., Ave Maria University Latin American Campus

Chief Financial Officer
Alejandro Solís
B.S., University of Mobile
M.Sc., University of Essex

Director of Administration for the Language Institute
Rufó Torres
B.S., Universidad Autónoma Centroamericana (UACA)
B.A., Universidad de San José

Director of Career Services and Alumni Relations
Néstor Alvarez.
B.Phil., Ave Maria College of the Americas
Postgraduate Studies, Universidad Nacional Autónoma de Nicaragua (UNAN)

Security Supervisor
Pedro Aragón

Interim Records Office Director
Silvio Salazar
B.S., Universidad Nacional Autónoma de Nicaragua (UNAN)

Registrar Office Service Coordinator
Marisol Baylon
B.S., Universidad Autónoma Chapingo, México
Postgraduate Studies, UNAN-CURC

Records Office Services
Roger Vanegas
B.A., Ave Maria University Latin American Campus

Residence Life Director
Erubey Baron
B.A., Ave Maria University, Latin American Campus

Accounts Receivable Officer
Dorís Bendaña
B.S., Universidad Americana (UAM)

Accounts Payable Officer
Vanessa Castillo
B.S., University of Mobile Latin American Campus

Financial Aid Officer
Ninoska Castellón
B.A., Ave Maria University Latin American Campus

Junior Accountant
Griselda Cerda Sánchez
B.S., Universidad Evangélica de Nicaragua (UENIC)
Postgraduate Studies, Universidad Nacional Autónoma de Nicaragua (UNAN)

Director of Retention
Cripps Cathy
B.A., University of California Riverside
M.A., California State University

Admissions Counselors
Grethel Duarte
B.S., Ave Maria University Latin American Campus
Ileana Gómez
B.A., Universidad Central de Nicaragua (UCN)
Rodrigo Paz
B.S., Ave Maria University Latin American Campus
Lilliam Montiel
B.S., Universidad Centroamericana (UCA)
Bagnya Quintanilla
B.A., Ave Maria University Latin American Campus
Astrid Valle
B.S., Ave Maria University Latin American Campus

Admissions Support Staff
Anielka Baltodano
B.A., Universidad Nacional Autónoma de Nicaragua (UNAN)
Byron García
B.A., Universidad Nacional Autónoma de Nicaragua (UNAN)
Sonía Guevara
B.A., Universidad de Ciencias Comerciales (UCC)
Arlén Vega
B.S., Universidad Internacional de la Integración de América Latina (UNIVAL)

Information Technology Staff
End User Support Coordinator
José Ramón Espinoza
B.S., Universidad Evangélica Nicaragüense (UENIC)

End User Support Assistant
Jose Amin Hernandez
B.S., Universidad Central de Nicaragua (UCN)

IT Technical Support
Víctor Flores
B.S., Universidad Nacional Autónoma de Nicaragua (UNAN)

Network Coordinator
Juan José Molina
B.S., Universidad Central de Nicaragua

IT Office Assistant
Keylin Delgado
B.S., Universidad Politécnica de Nicaragua (UPOLI)

Information Systems Assistant
Elízer Tapia
B.S., Universidad Nacional Autónoma de Nicaragua (NAN)

Administrative Assistant to the President
Aria Joan Fajardo
B.A., Ave Maria University Latin American Campus

Student Services Director
Giancarlo Fernández
B.A., Ave Maria University, Latin American Campus

Interim Assistant Director of Marketing and Public Relations
Amilcar Flores
B.Phil., Ave Maria College of the Americas

Director of Library
Elizabeth García
B.A., College of New Rochelle
M.A., Fitchburg State College

Cafeteria Supervisor
Solange García

General Cashier
Heidy Gómez

Insurance Specialist and Customer Services
María Gabriela González

Administrative Assistant to the Academic Dean
Irela Lanuza.

Department Head Faculty Assistant
Claudia Leon

Receptionist
Herbert Orellana
B.Phil., Ave Maria University

Graphic Designer
Edwar Machado
B.S., Universidad Politécnica de Nicaragua (UPOLI)

Assistant Director of Pastoral Life
Keyla Montalvan
B.A., Ave Maria University Latin American Campus

Facilities Director
Claudio Navarro
B.A., Universidad Nacional Autónoma de Nicaragua

Assistant to Marketing and Public Relations
Johana Perez
B.S., University of Mobile Latin American Campus

Accounts Receivable Officer for AMLI
Reyna Ramos Rodríguez
B.S., Instituto Tecnológico de Ciencias Comerciales

Copy Center Clerk
Matha Lorena Reyes

University Chaplain
Fr. Robert Rindos  
**Interim Strategic Director**  
César Salcedo  
B.S., University of Mobile  

**Special Projects**  
Carlos A. Sevilla  
B.A., University of Hawaii  
M.A., Stanford University  
Ph.D., Stanford University  

**Public Service Library Assistant**  
Alexander Carvajal  
B.A., Universidad Nacional Autónoma de Nicaragua (UNAN)  

**Library Computer Specialist**  
Luis Silva  
B.S., University of Mobile, Latin American Campus  

**Payroll Coordinator and Administrative Services**  
Rosa Vivas  
Technical Studies in Agricultural Business Administration Americana de Comercio  

**Counseling Director**  
Angela Zepeda  
B.S., Springfield College  
M.A., Boston University  

**Faculty Business Administration**  
Alicia Martínez  
B.S., Universidad Centroamericana (UCA)  
M.B.A., UCLA  

**Accounting**  
Carlos Barahona  
M.A., Business Administration, Concentration in Accounting and Finance  
B.A., Business Administratio, Universidad Centroamericana UCA  

**Finance**  
Erwin Krüger  
B.S., Universidad Centroamericana, Nicaragua  
M.S., Rensselaer Polytechnic Institute  
Ph.D., Rensselaer Polytechnic Institute  

**Instructor of Business Administration**  
Salvador L. López  
B.S., Universidad Nacional de Ingeniería (UNI)  
M.S., Universidad Ramon Llull, Spain  
M.P.A., Harvard University  

**Economics**  
Carlos A. Sevilla  
B.A., University of Hawaii  
M.A., Stanford University  
Ph.D., Stanford University  

**Business Law**  
Patrick Werner  
B.A., Michigan State University  
M.A., Michigan State University  
J.D., Wayne State University  

**Faculty Biology, Mathematics and Technology**  
Alicia Martínez  
B.A., University of Hawaii  
M.A., Stanford University  

**Business Professor of Mathematics**  
Robert A. Aburto  
B.A., State University of New York at Buffalo  
M.A., State University of New York at Buffalo  
Postgraduate Studies, University of South Carolina  

**Biology**  
Ian Roustan  
B.S., University of Mobile - LAC  
M.Sc., Ruprecht-Karls Universität Heidelberg, Germany  

**Mathematics**  
Francisco Nicolás Borgen  
B.S., Universidad Nacional Autónoma de Nicaragua  
B.S., Universidad Nacional Autónoma de Nicaragua  
M.Sc., University of Texas at El Paso  

**Chemistry**  
Rafael Gamero  
B.S., Universidad Nacional de Ingeniería (UNI)  
M.Sc., Illinois Institute of Technology, Stockholm, Sweden  
Ph.D., Royal Institute of Technology, Stockholm, Sweden  

**Mathematics**  
Roger Garcia  
Master Degree in Mathematics, Polytechnic National Institute, Mexico D.F.  

**Statistics**  
Moisés Hassan  
B.S., Universidad Nacional Autónoma de Nicaragua, (UNAN)  
M.S., University of North Carolina, Raleigh  
Ph.D., University of North Carolina, Raleigh  

**Instructor of Computer Information Systems**  
Martin Ibarra  
B.A., Universidad Nacional Autónoma de Nicaragua  
M.Sc., The Pennsylvania State University  

**Faculty Philosophy and Theology**  
Mathew Anderson  
B.A., Franciscan University of Steubenville  
M.A., Pontifical Institute, Gannon University  
Ph.D.-ABD, Vrije Universiteit, Holland/Institute of Christian Studies, Canada  

**Philosophy**  
Juan Bosco Cuadra  
B.A., Universidad Autónoma de Centroamérica (UACA)  
M.A., Universidad Autónoma de Centroamérica (UACA)  
Ph.D., Universidad Complutense de Madrid  

**Instructor of Theology**  
Bruce Griffin  
B.S., Liberty University  
M.St., University of Oxford  
Ph.D. Cand., University of Oxford  

**Faculty Language, Literature and Fine Arts**  
Kenia Halleck  
B.A., University of California, San Diego  
M.A., University of California, San Diego  
Ph.D., University of California, San Diego  

**Developmental English**  
Douglas Arrólaga  
Ph.D. course work completed, Applied Linguistics Program, Georgetown University  
M.A., Linguistics, Georgetown University  
B.A., TESOL, Universidad Nacional Autónoma de Nicaragua (UNAN)  

**English Composition**  
Ignacio Arana  
M.A., Gardner-Webb University  

**Communications**
Christopher Ward  
Ph.D., English Literature, Murdoch University, Australia  
M.A., George Mason University - Literature  
B.A., George Mason College of the University of Virginia  

Faculty Psychology  
Assistant Professor of Psychology  
Maria Elena Humphrey  
B.A., Universidad Centroamericana (UCA)  
M.A., Kenyatta University  
Ph.D., Universidad Mariano Galvez de Guatemala  

Faculty Political Science  
History  
Monika Strasser  
M.A., University of Salzburg, Austria  
M.A., University of Salzburg  
Ph.D., University of Salzburg  

Politics  
Jose Luis Velasquez  
Ph.D., Political Sciences, University of Arizona, Tucson  
M.A., Government and Politics, University of Essex, England  
J.D., Universidad Nacional Autónoma de Nicaragua (UNAN)  

PAGE 415, ACADEMIC CALENDAR  
Add the following to the end of this section:  

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:  

FALL 2013 SEMESTER CALENDAR  
(August 12 – December 13, 2013)  

Institutional Workshop  
Spanish, Math & English Placement Exams  
Dormitories Open  
Student Life orientation begins  
Academic Orientation/Registration New Students  

Writing Proficiency Examination  
Academic Orientation/Registration for Returning Students  
First day of Class – Fall Semester 8:00 a.m.  
Last day to drop/add classes w/o financial penalty  
$25 penalty for late registration after this date  
Classes dropped after this date become an “F”  
Academic Honors Assembly Mass (11:00 am)  
Mid-Semester Grades due to Records Office  
Provost’s Forum (1:00 – 2:00 p.m.)  
Campus Wide Field Day (Shortened Classes)  
ETS Test (9:30a.m. – 12:00 Noon)  
Pre-Registration for Spring Semester  
All Souls Day Holiday  
Thanks Giving Holidays  
Purisima Celebration on Campus (No classes after 4:00 p.m.)  
Last day of classes  

August 12-16  
August 15-17  
August 16  
August 16  
August 19  
August 2  
August 20  
August 21  
August 23  
September 13  
September 14-15  
September 19  
September 26  
September 30  
October 3  
October 15  
October 17  
Oct. 21-Nov. 8  
November 2  
November 21-22  
December 3  

James Brouillette  
M.A. Speech Communication, California State University, Long Beach  
B.A. From California State University at Long Beach in Speech Communication  

Developmental English  
Cathy Cripps  
B.A., University of California Riverside  
M.A., California State University  

English Literature  
Elizabeth Keedy  
Master of Arts in English, Florida International University, Miami, Florida  
M.A. in Religion, Yale University, New Haven, Connecticut  
B.A. in Art History, Kenyon College, Gambier, Ohio  

Spanish  
Silvia Vallecillo  
B.A., Universidad Autónoma de Nicaragua – UNAN, Managua  
M.A., Universidad Autónoma de Nicaragua – UNAN, Managua  
Ph.D., Tecana American University (TAU)  

Developmental English  
Bethany Vilchez  
B.A., Fairleigh Dickinson University, New Jersey  
M.A., University of San Francisco, California  

English Literature  
Christopher Ward  
Ph.D., English Literature, Murdoch University, Australia  
M.A., George Mason University - Literature  
B.A., George Mason College of the University of Virginia  

Faculty Psychology  
Assistant Professor of Psychology  
Maria Elena Humphrey  
B.A., Universidad Centroamericana (UCA)  
M.A., Kenyatta University  
Ph.D., Universidad Mariano Galvez de Guatemala  

Faculty Political Science  
History  
Monika Strasser  
M.A., University of Salzburg, Austria  
M.A., University of Salzburg  
Ph.D., University of Salzburg  

Politics  
Alvaro Taboada  
Ph.D., International Relations, University of Miami  
M.A., Latin American Studies, Tulane University  
B.A., Law Degree, Universidad Nacional Autónoma de Nicaragua (UNAN)  

Politics  
Jose Luis Velasquez  
Ph.D., Political Sciences, University of Arizona, Tucson  
M.A., Government and Politics, University of Essex, England  
J.D., Universidad Nacional Autónoma de Nicaragua (UNAN)  

### SPRING 2014 SEMESTER CALENDAR
(January 3 – May 18, 2014)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Offices open</td>
<td>January 2</td>
</tr>
<tr>
<td><strong>Spanish, Math &amp; English Placement Exams</strong></td>
<td>January 9-11</td>
</tr>
<tr>
<td>Dormitories Open</td>
<td>January 10</td>
</tr>
<tr>
<td>Student Life orientation begins</td>
<td>January 10</td>
</tr>
<tr>
<td>Academic Orientation/Registration only for new students</td>
<td>January 13</td>
</tr>
<tr>
<td>Academic Advisement/Registration for all students</td>
<td>January 14</td>
</tr>
<tr>
<td>Writing Proficiency Examination</td>
<td>January 14</td>
</tr>
<tr>
<td>First Day of Class – Spring Semester 8:00 a.m.</td>
<td>January 14</td>
</tr>
<tr>
<td>Last Day to drop/add classes w/o financial penalty</td>
<td>January 15</td>
</tr>
<tr>
<td>$25.00 penalty for late Registration after this date</td>
<td>January 30</td>
</tr>
<tr>
<td>Official Count Day: Last day to enter a class or Change to Audit without special permission</td>
<td>February 7</td>
</tr>
<tr>
<td><strong>Last day to drop without W grade</strong></td>
<td>February 12</td>
</tr>
<tr>
<td>Ash Wednesday Mass (11:50 – 1:00 p.m.)</td>
<td>February 14</td>
</tr>
<tr>
<td>Classes dropped after this date become an “F”</td>
<td>February 20</td>
</tr>
<tr>
<td>Academic Honors Assembly Mass (11:50 – 1:30 p.m.)</td>
<td>March 7</td>
</tr>
<tr>
<td>Mid-Term Grades due to Records Office</td>
<td>March 11</td>
</tr>
<tr>
<td>Provost’s Forum (1:00 – 2:00 p.m.)</td>
<td>March 24-31</td>
</tr>
<tr>
<td>Campus Wide Field Day (Shortened Classes)</td>
<td>April 1</td>
</tr>
<tr>
<td>Easter Holiday (Campus closed – No Classes)</td>
<td>April 9 - 24</td>
</tr>
<tr>
<td>Classes resume 8:00 a.m.</td>
<td>April 25</td>
</tr>
<tr>
<td>Pre-Registration for Summer and Fall Semester</td>
<td>May 1</td>
</tr>
<tr>
<td>Saint Marks Holiday</td>
<td>May 7</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>May 14</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>May 16</td>
</tr>
<tr>
<td>Final Examinations Week</td>
<td>May 23</td>
</tr>
<tr>
<td>Seniors Grades due to Records Office</td>
<td>May 24</td>
</tr>
<tr>
<td>Final Grades Due to Records Office</td>
<td>May 24</td>
</tr>
<tr>
<td>Practice for Graduation</td>
<td>May 24</td>
</tr>
<tr>
<td>Graduation Commencement Ceremony</td>
<td>May 24</td>
</tr>
</tbody>
</table>

### SUMMER 2014

**Summer I (May 22 – June 30 1, 2014)**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &amp; Advisement</td>
<td>May 22 – 23</td>
</tr>
<tr>
<td>Dormitories Open</td>
<td>May 24</td>
</tr>
<tr>
<td>Classes begin 8:00 a.m.</td>
<td>May 26</td>
</tr>
<tr>
<td>Last day Drop/add w/o financial penalty</td>
<td>June 2</td>
</tr>
<tr>
<td>$25 penalty for late registration after this date</td>
<td>June 6</td>
</tr>
<tr>
<td><strong>Official Day Count: Last day to enter class or change to Audit w/o special permission</strong></td>
<td>June 6</td>
</tr>
<tr>
<td>Last day to drop without W grade</td>
<td>June 9</td>
</tr>
<tr>
<td>Classes drop after this date becomes an “F”</td>
<td>June 27</td>
</tr>
<tr>
<td>Last day Summer I</td>
<td>June 27</td>
</tr>
<tr>
<td>Dormitories closed</td>
<td>June 30</td>
</tr>
<tr>
<td>Final Grades due Records Office</td>
<td>June 30</td>
</tr>
</tbody>
</table>

**Summer II (July 2 – August 8, 2014)**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &amp; Advisement</td>
<td>July 2 - 4</td>
</tr>
<tr>
<td><strong>US Independence Day (No Classes – Campus Closed)</strong></td>
<td>July 4</td>
</tr>
</tbody>
</table>
San Marcos Liberation Day (Holiday)  
Dormitories Open  
Classes begin 8:00 a.m.  
Last day Drop/add w/o financial penalty  
$25 penalty for late registration after this date  
Official Day Count: Last day to enter class or change to Audit w/o special permission  
Last day to drop without W grade  
Classes drop after this date becomes an “F”  
Nicaragua Holiday (No Classes)  
Last day Summer II  
Dormitories closed  
Final Grades due Records Office  

**Important Days Fall 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Workshop week</td>
<td>August 11 - 15</td>
</tr>
<tr>
<td>Student Life Orientation</td>
<td>August 16</td>
</tr>
<tr>
<td>Registration for Fall</td>
<td>August 18 - 19</td>
</tr>
<tr>
<td>Writing Proficiency Exam</td>
<td>August 19</td>
</tr>
<tr>
<td>Classes begins</td>
<td>August 20</td>
</tr>
</tbody>
</table>