2013 - 2014
KEISER UNIVERSITY
www.keiseruniversity.edu

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1800 Business Park Boulevard
Daytona Beach, Florida 32114
(386) 274-5060

Keiser University, Ft. Myers
9100 Forum Corporate Parkway
Ft. Myers, Florida 33905
(239) 277-1336

Keiser University, Jacksonville
6430 Southpoint Parkway
Jacksonville, Florida 32216
(904) 296-3440

Keiser University, Lakeland
2400 Interstate Drive
Lakeland, Florida 33805
(863) 682-6020

Keiser University, Melbourne
900 South Babcock Street
Melbourne, Florida 32901
(321) 409-4800

Keiser University, Miami
2101 NW 117th Avenue
Miami, Florida 33172
(305) 596-2226

Keiser University, Orlando
5600 Lake Underhill Road
Orlando, Florida 32807
(407) 273-5800

Keiser University, Pembroke Pines
1640 SW 145th Avenue
Pembroke Pines, Florida 33027
(954) 431-4300

Keiser University, Port St. Lucie
10330 South U.S. 1
Port St. Lucie, Florida 34952
(772) 398-9990

Keiser University College of Golf and Sport Management
(Off-Campus Site)
1860 SW Fountainview Boulevard
Port St. Lucie, Florida 34986
(772) 446-8361

Keiser University, Sarasota
6151 Lake Osprey Drive
Sarasota, Florida 34240
(941) 907-3900

Keiser University, Tallahassee
1700 Halstead Boulevard
Tallahassee, Florida 32309
(850) 906-9494

Keiser University Tallahassee Graduate Annex
1276 Metropolitan Boulevard
Tallahassee, Florida 32312
(850) 692-0100

Keiser University, Tampa
5002 West Waters Avenue
Tampa, Florida 33634
(813) 885-4900

Keiser University, West Palm Beach
2085 Vista Parkway
West Palm Beach, Florida 33411
(561) 471-6000

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Keiser University main campus – Ft. Lauderdale, FL

General Information

MISSION STATEMENT

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

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

GOALS

The following goals are integral to the mission of the University:

- To continually change, improve and ensure the effectiveness of the University's programs in preparing students for successful careers.
- To engage and maintain a faculty that is well-qualified academically, possesses current technical and professional knowledge and experience and has the ability to convey this knowledge to students.
- To improve written and verbal competencies of students as well as analytical and technical skills.
- To provide facilities that support educational programs and enable students to develop profession-specific skills.
- To engage and maintain a staff who is caring, provides student support and meets the University's educational goals and objectives.
- To attract qualified students of diverse backgrounds.
- To provide a collegiate atmosphere of academic freedom that encourages open exchange of ideas.
- To provide distance learning activities through Web-based courses and degrees.
- To provide a commitment to research at the doctoral level.

PHILOSOPHY

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

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

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

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

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

HISTORY

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

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

In 1984, Keiser Institute of Technology applied for and was granted accreditation through the Southern Association of Colleges and Schools Commission on Occupational Educational Institutions, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500. The Institute subsequently developed general education/academic courses to give students a more rounded education. In 1986, Keiser Institute of Technology received approval from the Florida State Board

of Independent Colleges and Universities to offer associate of science degrees. Once again, Keiser changed its name to more accurately reflect its offerings and became Keiser College.

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

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

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

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

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

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

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

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

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

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

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

In 2010, Keiser University opened a new branch campus in Ft. Myers, Florida, and off-campus sites in Port St. Lucie, Florida (College of Golf), and Shanghai, China.

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

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

ACCREDITATION

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

- Keiser University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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.
- Keiser University's Master of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791, www.aacn.nche.edu.
- Keiser University's Physician Assistant program, Fort Lauderdale campus, is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), 12000 Findley Road, Suite 240, Johns Creek, GA 30097, (770) 476-1224, www.arc-pa.org.
- (Accreditations and approvals are available at the University for inspection during regular business hours.)

AMERICANS WITH DISABILITIES ACT

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

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

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

William F. Ritchie, Ph.D.
Vice Chancellor of Academic Affairs
Office of the Chancellor
1900 W. Commercial Boulevard, Suite 180
Ft. Lauderdale, Florida 33309
Tel: (954) 776-4476
writchie@keiseruniversity.edu

Students with Disabilities

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

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

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

EQUAL OPPORTUNITY STATEMENT

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

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

MEMBERSHIPS AND APPROVALS

Association Memberships

- American Culinary Federation
- American Institute of Graphic Arts
- American Nurses/Florida Nurse Association
- American Society of Radiologists
- Association of Educators in Imaging and Radiologic Science
- Broward County Veterans Council
- Career College Association
- Council of Colleges and Military Educators
- First Coast Black Nurses Association
- First Coast Higher Education Alliance
- First Coast Nurse Leaders Consortium
- First Coast Student Max Program
- Florida Advisory Council on Military Education
- Florida Association of Postsecondary Schools and Colleges
- Florida Association of Veterans Education Specialists
- Florida Cooperative Education and Placement Association
- Florida Restaurant and Lodging Association
- Florida Police Chiefs Association
- Great 100 Nurses of Northeast Florida
- Human Resource Association of Tallahassee
- Independent Colleges and Universities of Florida
- Jacksonville Blueprint for Prosperity
- Jacksonville Society of Radiologic Technologists
- Media Relations Committee for the Tallahassee 25
- National Association of Colleges and Employers
- National Association of Health Career Schools
- National Association of Legal Assistants, Inc.

- National Association of Student Employment Administrators
- National Association of Veteran's Program Administrators (NAVPA)
- National Council of Teachers of English
- National League for Nursing
- National Science Teachers Association
- Sarasota Human Resources Association
- Servicemembers Opportunity College (SOC) Consortium
- Southern Association of Student Employment Administrators
- Uptown Business Association
- Volusia Manufacturers Association

Chamber of Commerce Memberships

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

Approvals

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

Other Affiliations

- Brevard Economic Development Commission
- Business Development Board of the Palm Beaches
- Emerge Lakeland
- Higher Education Partnership in South East Florida
- Lakeland Economic Development Council

- Lakewood Ranch Business Alliance
- Leon County Economic Development Council
- Manatee Economic Development Council
- Metro Orlando Economic Development Commission
- Polk County Workforce Development Board
- Sarasota Economic Development Corporation
- Sarasota Workforce Development Committee
- Suncoast Education Alliance
- Tallahassee Work Force Development Board
- Work Force Alliance, Palm Beach County

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

Board of Trustees

Chair:
Gregg Wallick, President, Best Roofing

Members:
Frank Frione, President/CEO GFA International
Bill Kent, President, Team Horner Group
Anita Harrow, Ph.D, Author
Maria C. Kondracki, President, Strategic Planning, Inc.
Andrew Wright, President, On-Rite Corporation
Sylvia Handwerker, MBA, CPA, Accounting and Finance Consultant
Craig Perry, CEO, Centerline Homes
Tom Foster, President, ComputeNex Corporation

Keiser University, Ft. Lauderdale

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

Keiser University, Shanghai, China (off-campus site)

The Shanghai off-campus site is located in the Zhangjiang Hi-Tech Park, Pudong business district of Shanghai in the People's Republic of China. The site has over 16,000 square feet of classrooms, offices, and meeting and conference rooms, with a library, student lounge, and wireless computer network. There is a parking service system around the campus. The City of Shanghai also has an excellent public transportation system with easy access to the campus buildings. All equipment is comparable to industry standards and effectively meets program objectives.

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Keiser University, Daytona Beach

The Daytona Beach campus is located one mile north of the Daytona International Speedway. Its 38,000 square-foot building has ample parking and is on a bus line. The campus has 16 classrooms, 2 computer laboratories and individual laboratories for medical assisting, radiologic technology, diagnostic medical sonography, occupational therapy, sports medicine and fitness and crime scene technology,. The University has a library, student lounge and auditorium. All equipment used at Keiser University is comparable to industry standards and effectively meets all program objectives.

Keiser University, Fort Myers

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

Keiser University, Jacksonville

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

Keiser University, Lakeland

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

Keiser University, Melbourne

The Melbourne campus is approximately three miles east of Interstate 95 between the Eau Gallie and US 192 exits. The two-story building has approximately 62,000 square feet with 24 classrooms, eight medical laboratories, six computer laboratories and offices. It has a library and student lounge. Keiser University provides adjacent free parking. The building houses facilities for Culinary Arts students, including a production kitchen, three kitchen laboratories, classrooms and a multi-use facility for banquets, seminars and special functions. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Keiser University, Miami

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

Keiser University, Orlando

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

Keiser University, Pembroke Pines

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

Keiser University, Port St. Lucie

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

Keiser University College of Golf & Sport Management (off-campus site)

The Keiser University College of Golf & Sport Management is located adjacent to I-95 at exit 121 off St. Lucie West Blvd. The 23,000 square foot building contains **fourteen** classrooms, offices, laboratories, an indoor golf instruction area, a student lounge area, a sport medicine and fitness laboratory, a library, and **two** computer laboratories. There is free parking adjacent to the building. All equipment used at the Keiser University College of Golf & Sport Management is comparable to industry standards and effectively meets program objectives.

Keiser University, Sarasota

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

Keiser University, Tallahassee and Graduate Annex

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

In January 2011, the Tallahassee campus began offering master's degrees with the opening of its Graduate School at 1276 Metropolitan Boulevard near the intersection of Interstate 10 and Thomasville Road. Keiser University's graduate degrees are designed to accommodate the schedules of working adults seeking career advancement or a change in profession. The Tallahassee campus offers master's degrees in Business Administration (MBA) with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers and Marketing; Criminal Justice (MACJ); and Education (MSEd) with concentrations in Career College Administration, Leadership and Teaching and Learning in convenient on-campus, hybrid and on-line formats.

Keiser University, Tampa

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

Keiser University, West Palm Beach

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

Admissions

GENERAL ADMISSIONS REQUIREMENTS

Applicants desiring to enter Keiser University must 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.

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

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

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

SCHOOL OF BUSINESS AND TECHNOLOGY

DOCTOR OF BUSINESS ADMINISTRATION

Candidates for admissions to the DBA program are required to hold a master's degree in business administration, management, public or non-profit management, or related fields that demonstrates exposure to managerial functions from an accredited institution, and (2) two years of full-time managerial or professional experience. Or candidates for admission are required to hold a master degree from an accredited institution, at least (3) three graduate credit hours or (6) six undergraduate credits hour in each of the following: accounting, finance, and economics and at least (3) three years and preferably (5) five years of full time managerial or professional experience. An admission decision is based on a combination of a student's graduate academic performance, professional experience, and letters of recommendation. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master's degree from an accredited college or university
- A one-page personal statement describing expectations of the Doctor of Business Administration program
- Submission of official transcripts or original foreign evaluations showing successful completion of a master's degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Formal resume indicating education and complete work history

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

MASTER OF ACCOUNTANCY

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

Required documents for admission are as follows:

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

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

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

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

MASTER OF BUSINESS ADMINISTRATION

Candidates for admission to the MBA program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in business is not a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

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

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

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

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

Waiver Requirement for ACG501

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

MASTER OF SCIENCE IN MANAGEMENT DEGREE PROGRAM

Candidates for admission to the Master of Science in Management program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in management is not a requirement; qualified students from all backgrounds are

encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

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

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

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

MASTER OF SCIENCE IN INFORMATION SECURITY

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

Admission Requirements:

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

CDA2100	Computer Architecture	3.0 credit hours
COP1800C	Java Programming I	4.0 credit hours
COT2104	Discrete Mathematics and Probability	3.0 credit hours
COT1405C	Introduction to Algorithms	4.0 credit hours

The pre-requisite courses, when required, must be completed prior to taking the Information Security program courses. However, some exceptions may be permitted by the program director. All the required pre-requisite courses must be completed with a grade of "B" or higher to continue in the program.

Required documents for admission are as follows:

- Submission of a completed Graduate School Application

- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree in an IT related from an accredited college or university
- A minimum undergraduate GPA of 2.7 or higher
- A one-page personal statement describing your intent to pursue the Master's degree in Information Security program
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree in an IT related computer discipline from an accredited college or university within the first semester of enrollment
- Two letters of recommendation from professional references in the IT field
- Current resume indicating education and complete work history

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY LEADERSHIP

Admission Requirements:

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

Required documents for admission are as follows:

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

SCHOOL OF EDUCATION

DOCTOR OF PHILOSOPHY IN EDUCATIONAL LEADERSHIP

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

Required documents for admission are as follows:

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a master's degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment

- Formal resume indicating education and complete work history

DOCTOR OF PHILOSOPHY IN INSTRUCTIONAL DESIGN TECHNOLOGY

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

Required documents for admission are as follows:

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a master's degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Formal resume indicating education and complete work history

EDUCATION SPECIALIST

Education Specialist Degree Program

Required documents for admission are as follows:

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a baccalaureate degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Formal resume indicating education and complete work history

MASTER OF SCIENCE IN EDUCATION

Candidates for admission to the MSEd program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in education is not a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

- Submission of a completed Graduate School Application including the selection of a specialization
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree from an accredited college or university

- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 1350 or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

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

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

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

GRADUATE EDUCATION CERTIFICATE IN CAREER COLLEGE ADMINISTRATION

Candidates for admission to the Graduate Education Certificate in Career College Administration program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in education is not a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 295 or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

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

- Graduate degree from an accredited institution

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

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

SCHOOL OF HEALTH SCIENCES

MASTER OF SCIENCE IN NURSING

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

Admission Requirements:

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

Required documents for admission are as follows:

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree in nursing from an accredited college or university
- A minimum undergraduate GPA of 2.7 or higher (exceptions to this policy must be approved by the Dean of the Graduate School)
- A one-page personal statement describing intent to pursue the Master of Science Degree in Nursing
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree in nursing from an accredited college or university, within the first semester of enrollment
- Three letters of recommendation with at least two from health care professionals
- Current resume indicating education and complete work history
- Successful background check and drug screening where applicable

MASTER OF SCIENCE IN PHYSICIAN ASSISTANT

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

An admission decision is based on a combination of the student's undergraduate grade point average, writing assessment, healthcare experience, three letters of recommendation to include: a physician assistant, any practicing healthcare provider and a personal reference, physician assistant shadowing, community service-volunteering, and interview. A personal interview is required for

admission and granted at the invitation of the PA program. Please note: An interview is not granted to all applicants. Each applicant must have a successful background check and drug screen.

Admission Requirements:

- Bachelor degree or equivalent
- Undergraduate minimum GPA 2.75
- Cumulative minimum science GPA 3.0
- Cumulative minimum pre-requisite GPA 3.0
- GRE minimum score of 950 or 294 on tests taken after August 1, 2011
- Complete Physician Assistant Applicant Packet
- Prerequisites Courses:
- College Math or higher
- Two English classes with one of English Composition
- Humanities
- General Biology or Zoology
- Microbiology
- Biochemistry or Organic
- Social Science
- Human Anatomy & Physiology
- General Chemistry I & II
- Genetics
- Behavioral Sciences

SCHOOL OF SOCIAL SCIENCES

DOCTOR OF PHILOSOPHY IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

DOCTOR OF PHILOSOPHY IN PSYCHOLOGY

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

Required documents for admission are as follows:

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a master's degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Formal resume indicating education and complete work history

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

Required documents for admission are as follows:
*Applicants to the Ph.D. in Industrial and Organizational Psychology degree program may enter the program with a Baccalaureate degree.

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

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

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

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

MASTER OF SCIENCE IN ORGANIZATIONAL PSYCHOLOGY

MASTER OF SCIENCE IN PSYCHOLOGY

Candidates for admission to the Master of Science in Psychology and Master of Science in Organizational Psychology programs are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in psychology is not a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate academic performance, professional experience, letters of recommendation, and/or standardized test scores. All students are encouraged to submit Graduate Record Examination (GRE) scores in support of their application.

Required documents for admission are as follows:

- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 1000 received within the first semester of enrollment
- Formal resume indicating education and complete work history

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

- Bachelor's degree from an accredited college or university with a grade average of at least 2.7
- Completion of the first semester of enrollment with a minimum grade average of 3.0

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

MASTER OF ARTS IN CRIMINAL JUSTICE

MASTER OF ARTS IN CRIMINAL JUSTICE HOMELAND SECURITY

Candidates for admission to the MACJ programs are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in criminal justice is not a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test score. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

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

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

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

INTERNATIONAL STUDENTS

Keiser University is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll.

Applicants are asked to furnish proof that they can read, write and speak English fluently. The University accepts only F-1 visas based upon a student's program of study. International student applicants must meet the following requirements for admission to Keiser University:

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

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

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

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

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

TOEFL®	
Paper-based:	500 or higher
Computer-based:	173 or higher
Internet-based (iBT):	61 or higher
IELTS™	6.0 or higher

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

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

TRANSFER OF CREDIT PROCEDURES

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

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

Transfer from International Institutions

Upon receipt of an official transcript, transfer credits from non-U.S. colleges/universities are evaluated and granted on a course equivalency basis. The Dean **must** receive an evaluation of official transcripts by an approved educational evaluator service attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States. Transfer credits are granted only for courses in which a grade of "C" or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Keiser University faculty member.

Transfer of Credits from Keiser University

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

Veteran Transfer of Credits

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

POLICY ON TRANSFER CREDIT FOR MILITARY TRAINING AND EDUCATION

Keiser University is a Servicemembers Opportunity College (SOC) Consortium institution and provides processes to determine credit awards and learning acquired for specialized military training and occupational experience when applicable to a servicemember's degree program. Keiser University recognizes and uses the American Council of Education (ACE) Guide for the evaluation of educational experiences in the Armed Services in determining the value of learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcripted by the Community College of the Air Force (CCAF), when applicable to a student's program.

Procedures:

The transferring student must accomplish the following:

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

Financial Services

CONSUMER INFORMATION

The Higher Education Opportunity Act of 1965 revised 2008 (HEOA) requires postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law: http://www.keiseruniversity.edu/heoa/

GENERAL INFORMATION

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

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

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

Keiser University maintains a full-time Director of Financial Aid at each campus to meet student needs. Students are encouraged to make appointments with a Financial Aid Administrator to ensure they obtain the funding needed for their college investment. The United States Department of Education has determined that Keiser University is an institution eligible to participate in Federal Title IV financial aid programs.

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

LOANS

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

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

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

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

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

SCHOLARSHIPS

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

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

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

STUDENT ELIGIBILITY REQUIREMENTS

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

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number

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

FINANCIAL AID PROCEDURES

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

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

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

A Financial Aid Administrator submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. Financial Aid is the liaison between the lenders/servicing agencies and a student. The Director of Financial Aid ensures that students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork and that all documents are executed and tracked correctly.

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

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

STUDENT RIGHTS

All Keiser University students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the University's accreditation or licensing.
- Information about Keiser University programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.

- Information on the refund policy for students who withdraw.
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the University determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the University, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know who their academic advisor is.
- Information concerning the University's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all University personnel.
- Access to their student records.
- Freedom of academic expression.

STUDENT RESPONSIBILITIES

- It is the responsibility of each Keiser University student to:
- Abide by the Keiser University student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about University programs prior to enrollment.
- Pay special attention to the Free Application for Federal Student Aid, complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know all deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
- Notify the University of any information that has changed since their initial application for financial aid.
- Repay all student loans.
- Attend an exit interview at the University if they receive a Federal Perkins Loan, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, or Federal Direct PLUS Loan.
- Notify the University and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).

- Understand the University refund policy which is stated on the Graduate School Application and in this catalog.
- Read the contents of the Graduate School Application for Admission carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain University property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations.

GRADUATE SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

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

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

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

A student who completes 67% of credit hours attempted in a semester while on academic financial aid warning is allowed to remain in school. A student may continue on academic financial aid warning even though his/her cumulative completion rate is below 67% as long as he/she meets the

minimum standards for each semester. A student on academic financial aid warning who brings his/her completion rate to 67% is removed from academic financial aid warning. A student on academic financial aid warning who does not complete 67% of the credits attempted in a semester is dismissed from Keiser University.

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

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

When a student transfers from one program to another, the quantitative SAP of the student is calculated based on credits attempted and earned in the new program, as well as all credits attempted in the current program that are also applicable to the new program. All credits that are transferred from another institution are also included in the quantitative calculation.
Keiser University may use its discretion in waiving its Satisfactory Academic Progress standards in cases where students have mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family. Students requesting an appeal of Keiser University's Satisfactory Academic Progress standards must submit a written request, with appropriate documentation, to the Dean of the Graduate School. If an appeal is approved, a student is allowed one additional semester to meet required standards and to regain eligibility for Title IV funds.

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

Tuition, Fees, and Other Costs

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

Effective Fall term, September 2, 2013:

Initial Fees

Application Fee (one-time charge)	**$ 50.00**
Registration Fee (one-time charge)	**$ 145.00**
MS-Physician Assistant -Post Acceptance Fee	**$1,000.00**

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

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

Master Degree Program: Full Time Status	**$9,594.00**
Master of Science – Physician Assistant Degree Full Time Status	**$9,594.00**
Graduate Level Certificate Program	**$9,594.00**
Education Specialist Degree	**$10,253.00**
Doctoral Program	**$10,253.00**
Doctoral Program – Dissertation (up to completion of first 12 credit hours / semester)	**$ 5,126.00**
Doctoral Program – Dissertation (beyond 12 credit hours per semester)	**$ 2,563.00**

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

Education Fee per Semester	**$ 600.00**

Other Fees

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

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

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

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

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

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

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

Uniforms, Tests, Supplies, and Special Fees
Students in allied health programs are required to wear medical scrubs to class each day. These medical uniforms are available through the Campus Bookstore.
Special courses, workshops and seminars may be held throughout the year for various interest groups, including business and industry. The fee for this type of course is published as far in advance as practical and is non-refundable.

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

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

CANCELLATION AND REFUND POLICY

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

RETURN OF TITLE IV FUNDS (R2T4)

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

The percentage amount of Federal financial aid a student has earned during a payment period is calculated based on the total number of calendar days completed in a payment period divided by the total number of calendar days in the payment period. For students who withdraw during the payment period the school will perform the return calculation on a payment period basis. An academic year is defined as two semesters equivalent to 32 weeks of instruction and at least *24 semester hours. (*6 semester hours for graduate candidate students in dissertation courses)

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

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

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Perkins loans
- Federal PLUS loans
- Direct PLUS loans
- Iraq and Afghanistan Service Grant for which a return is required
  The Federal Return of Title IV funds does not apply to federal work-study, scholarships, state grants or institutional awards.

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

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

Any funds paid for supplies, books or equipment which can be and are returned to the University, are refunded to a student who withdraws prior to the start of a semester, providing the student returns said items that can be resold. The University reserves the right to determine if above-mentioned items are returnable. All registration fees are refunded if a student is not accepted into his/her particular program. Students must notify the University in writing of cancellation. All monies paid by an applicant are refunded if cancellation occurs within three business days after signing the University's Graduate School Application and making an initial payment. If cancellation occurs after three business days from the signing of the University's Graduate School Application, all application and registration fees in excess of $100 are refunded to the student. Refunds are made within thirty days from the date of determination of a student's withdrawal. All balances owed the University due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation are billed to the student. No official academic transcript 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 may be issued.

Student Services

ORIENTATION

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

CAREER SERVICES

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

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

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

Part-Time Employment

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

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

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

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

STUDENT ORGANIZATIONS

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

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

Keiser University Physician Assistant Student Association (KUPASA)
Keiser University Physician Assistant Student Association's purpose is to serve as the official organization for the students of Keiser University Physician Assistant Program; to promote academic achievement and clinical excellence; and to promote the physician assistant as a member of the health care delivery team. It provides PA students with a chance to interact with other students who have the same interests. These interactions serve many purposes, such as helping to meet other students in a social atmosphere; working to educate others about the PA profession; improving the community with projects the association implements; and enhancing one's own leadership skills. To become a member of KUPASA, you must be enrolled in the Master of Science in Physician Assistant degree program and contact the Faculty Liaison of the organization.

Sigma Beta Delta International Honor Society (SBD)
Sigma Beta Delta (SBD) recognizes scholarship achievements of students working toward a baccalaureate degree. The purpose of this society is to encourage and recognize scholastic accomplishment for students of business management and administration, and to promote personal and professional improvement toward a life notable for honorable service to humankind. It is organized exclusively for charitable and educational purposes. The membership of the society is

composed of persons of high scholarship and good moral character. A student interested in becoming a member of the Sigma Beta Delta International Honor Society, should contact the Faculty Advisor of Sigma Beta Delta at their local campus or see their Department of Student Services.

ALUMNI ASSOCIATION

The Department of Student Services maintains a list of alumni. Activities are planned on a campus-by-campus basis. Keiser University believes that the return of alumni for special events encourages a cohesive student body and promotes community involvement.

COUNSELING

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

HOUSING

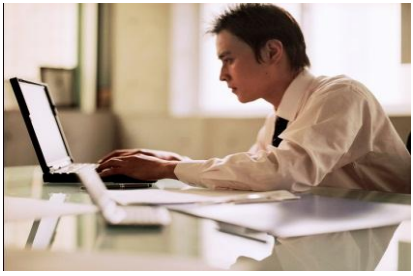
The University provides information about local apartments and rental opportunities for students interested in living near campus. Students should first contact their campus Admissions Department. All University campuses are located along major traffic arteries to allow easy commuting for students.

HEALTH INSURANCE

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

GRADUATION

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



Distance Learning

OBJECTIVES

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

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

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

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

ADMISSIONS REQUIREMENTS FOR ENROLLMENT IN ONLINE LEARNING

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

FACULTY/STUDENT INTERACTION

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

FACILITIES AND EQUIPMENT

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

STUDENT SERVICES

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

ACADEMIC ADVISING

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

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

TESTING

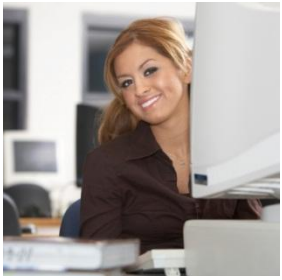
Keiser University's technical and academic programs provide for a variety of testing services. Tests are provided online through the University's distance learning platform. A variety of tests can be administered electronically, telephonically or in person if practical. In certain cases, students may be assigned to local test centers where local proctors or professional test sites have been secured.

DELIVERY OF BOOKS

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

LEARNING RESOURCES

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



Administrative Policies and Procedures

GENERAL INFORMATION

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

Changes in University policy are rarely made during a school year since plans for each session are made well in advance. However, Keiser University reserves the right to change provisions or

requirements, including fees, contained in its catalog at any time and without notice. The University further reserves the right to require a student to withdraw at any time under appropriate procedures. Keiser University reserves the right to impose probation on any student whose conduct, attendance or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to credit for work which he/she may have completed at the University.

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

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

EFFECTIVE CATALOG DATE

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

BURSAR'S OFFICE

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

UNIVERSITY BOOKSTORE

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

FIRE PRECAUTIONS

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

1. Leave the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (where relevant). Do not use elevators.
2. Stand at a safe distance from the building.
3. Do not re-enter the building until directed to do so by University administration.

CAMPUS SAFETY

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

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

Annual Security Report
In compliance with the 34 CFR 668.41 and 34 CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Keiser University's Annual Security Report is posted:
http://www.keiseruniversity.edu/safetyandsecurity/annual-security-report.php
The Annual Security Report contains crime statistics and describes institutional security policies. Upon request the institution will provide a hard copy of the report.

PARKING

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

STUDENT CODE OF CONDUCT

ACADEMIC HONESTY AND PROFESSIONAL BEHAVIOR

ACADEMIC HONESTY POLICY

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

Acquiring or Providing Information Dishonestly

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

Plagiarism

The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. Keiser University understands that in some cases students commit acts of plagiarism due to carelessness, ignorance, inexperience and unfamiliarity with academic environment and APA standards, or a general lack of understanding or knowledge of the concepts of academic integrity; offenses of this type are characterized as level one. Offenses characterized by being more serious in nature and affecting a larger portion of the work submitted are considered level two offenses. Level one and level two plagiarism offenses carry penalties appropriate to the level of offense.

The penalties are as follows:

Level One Plagiarism:

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

Level Two Plagiarism:

Partially plagiarized assignments

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

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

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

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

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

Conspiracy

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

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

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

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

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

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

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

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

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

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Keiser University.
Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

Sanctions for Violating the Academic Honesty Policy

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

Level One Academic Integrity Violation:

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

Level Two Academic Integrity Violation:

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

Entirely plagiarized assignments

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

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

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

PROFESSIONAL BEHAVIOR POLICY

The University has established a set of professional behaviors which will help students develop their knowledge and skills for entry-level positions in their fields:

- Adhere to University policies and procedures as outlined in the University catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.

- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

Students should demonstrate appropriate communication, interaction and behavior toward other students and faculty. Ideas and opinions should be communicated in a respectful manner. No shouting or rude, vulgar language is to be used. If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on probation depending on the severity of the action (see Behavior Probation Statement). The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director or the dean of the graduate school.

Behavior Probation Statement

Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on probation. The term of probation will become effective in the semester the student is currently enrolled in, and remain in place for the remainder of the following semester. At the completion of the following semester, the program director or dean will assess the student's progress and determine whether to remove the student from probation or to extend the term of probation. Failure to meet the terms of probation as outlined in a student action plan will result in dismissal from the program. If additional unsatisfactory behavior should occur during the remainder of the program, the student will be dismissed from the program and the University, and will be ineligible for re-entry to the University.

Anti-Hazing Policy

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

Conflict Resolution

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

Steps in Student Complaint Process

NOTE: This process governs situations in which:

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

Step 1: Student MUST first attempt to resolve the issue with the instructor.
All correspondence should be conducted in writing via Keiser University e-mail.

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

Step 3: Student Appeal: If student is dissatisfied with the resolution by the department chair, the student can appeal to the dean. This appeal must be communicated in writing via Keiser University

e-mail with the understanding that the department chair AND the instructor may be copied on ALL communication between the student and the dean.

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

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

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

Student Disciplinary Procedures
If a student violates Keiser University's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the dean of the graduate school is responsible. In the absence of the dean, the campus president determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.
When a student violates Keiser University's Standards of Conduct outside the classroom but on campus, the dean of the graduate school is the first level of discipline. The next level is the campus president. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

Academic and Administrative Dismissal

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

- Failure to meet minimum educational standards established by the program in which the student is enrolled.

- Failure to meet student responsibilities including, but not limited to:

    - meeting of deadlines for academic work and tuition payments;

    - provision of documentation, corrections and/or new information as requested;

    - notification of any information that has changed since the student's initial application;

    - purchase or otherwise furnish required supplies;

    - maintenance of University property in a manner that does not destroy or harm it;

    - return of library books in a timely manner and payment of any fines that may be imposed;

    - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;

- continued inappropriate personal appearance;
- continued unsatisfactory attendance;
- non-payment for services provided by the University;
- failure to comply with policies and procedures listed in the current University catalog and student handbook; or
- conduct prejudicial to the class, program or University.

- Specific behaviors that may be cause for dismissal include, but are not limited to:
  - willful destruction or defacement of University or student property;
  - theft of student or University property;
  - improper or illegal conduct, including hazing, sexual harassment, etc.;
  - use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
  - being under the influence of alcoholic beverages or illegal drugs while on campus;
  - cheating, plagiarism, and/or infractions of the University's Student Conduct Policies;
  - any behavior which distracts other students and disrupts routine classroom activities;
  - use of abusive language, including verbalization or gestures of an obscene nature; or
  - threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

STANDARDS OF APPEARANCE

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

GRIEVANCE PROCEDURES

If Keiser University is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee.

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

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

DRUG POLICY

Keiser University is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

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

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

FIREARMS POLICY

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

ARBITRATION CLAUSE FOR KEISER UNIVERSITY

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

INTELLECTUAL PROPERTY POLICY

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

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of

research done in connection with regular duties or assignments, is the exclusive property of the University. Such property is the exclusive property of an employee if no University funds, space, facilities or time of faculty members, staff members or students were involved in the development.

Software development by faculty members, staff members or students as part of normal duties or assignments is considered "work-for-hire" and is property of the University. Courseware (syllabi, lecture notes, class handouts and other such materials) whether in paper or web formats are property of the University.

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

PRIVACY OF STUDENT RECORDS

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

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

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

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

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

KEISER UNIVERSITY TRANSCRIPTS

A request for a Keiser University transcript must be in writing, signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the University

seal will be forwarded directly to other colleges, to prospective employers, or to other agencies at the request of a student. Typically, colleges only consider a transcript "official" if forwarded directly from the sending institution. Students may also obtain unofficial copies of their transcripts at the Campus Records office. There is no charge for the student's first transcript request. All other transcripts will require a fee of $5.00 to be paid with an application. (NOTE: All financial obligations to the University must be paid before transcripts are released).

SEXUAL HARASSMENT

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

University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

Academic Policies

CREDIT HOURS

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

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

MILITARY/VETERANS ADMINISTRATION COURSE CERTIFICATION

GUIDELINES FOR GRADUATE STUDY

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

UNIVERSITY HOURS

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

SPECIAL TUTORING

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

ACADEMIC ADVISEMENT

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

LIBRARY SYSTEM

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

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

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

The library also provides a variety of library training opportunities to assist students in the utilization of the library resources. Library training in one form or another is available at any time. Self-paced, web-based training Video and PowerPoint tutorials are embedded directly into the Library's web-based catalog which may be accessed from any Internet connection. Subject-specific classroom presentations conducted by a professional librarian are available at the request of instructors, and individual instruction by a professional librarian either in person or by telephone is available to anyone upon request during regular Library hours.

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

THE WRITING STUDIO

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

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

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

AVERAGE CLASS SIZE

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

FIELD TRIPS

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

GUEST LECTURERS

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

SCHEDULE CHANGES

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

HONOR CODE

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

LEAVE OF ABSENCE POLICY

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

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

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

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student’s last day of attendance. A major consequence of this for students who have received federal student

loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

UNIVERSITY WITHDRAWAL POLICY

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

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

A student who withdraws and does not notify the University of their intent to return must be withdrawn within 14 days of the last date of attendance. In addition, any student who has not attended class within 14 days must be withdrawn.
The above policy will affect the student's grade based on the following:

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

MILITARY DEPLOYMENT POLICY

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

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

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

POLICY ON CLASS ABSENCES DUE TO MILITARY SERVICE

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

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

opportunities to make up exams, clinicals, or other course assignments that have an impact on the course grade. Faculty may require appropriate substitute assignments.

POLICY ON MILITARY STIPENDS

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

Chapter 33 Example:

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

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

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

Chapter 31 Voc Rehab Exemption

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

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

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

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

ACADEMIC RE-ADMITTANCE POLICY

A student must apply for re-admittance to the University after voluntary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence

that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

Students must obtain permission from the Dean of the Graduate School to re-enroll.
Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the University have been met. If a student has been out of school for more than one (1) semester, a re-entry fee of $150 must be paid.
Students must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.
If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director/Coordinator. The Dean of Academic Affairs may grant approval for re-admittance if a student has been out of school for more than one (1) semester.
Students are re-enrolled under current tuition charges.
If students are re-admitted under academic financial aid warning, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.
After obtaining required signatures on a re-entry form, a reentering student must return the form to the Admissions Department to be scheduled for classes.

DISCIPLINARY RE-ADMITTANCE POLICY

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

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

ADD-DROP PERIOD

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

ACADEMIC LOAD

To be considered full-time, students must carry a minimum load of twelve (12) credit hours per semester which is a normal academic load. Full-time doctoral candidate students must carry a minimum load of three (3) credit hours per semester while in dissertation courses.

TESTING

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

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

GRADING POLICY

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

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

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

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

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

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

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

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

ACADEMIC YEAR
An academic year is defined as two semesters equivalent to 32 weeks of instruction and at least *24 semester hours.
**6 semester hours for graduate candidate students in dissertation courses*

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

DEGREE REQUIREMENTS

SCHOOL OF BUSINESS AND TECHNOLOGY

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

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

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

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

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

- Earn a minimum of 42-45 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 36-39 credits of the MBA program through Keiser University
- Complete all MBA degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

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

- Earn a minimum of 33 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 27 credits of the program through Keiser University
- Complete all degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean

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

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

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

- Earn a minimum of 36.0 graduate semester credit hours
- Earn a minimum grade average of 3.0

- Have no more than two courses with a grade of "C"
- Complete the final 30 credits of the MSIS program through Keiser University
- Complete all MSIS degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete all required core and elective courses including the final capstone-based project.

Requirements for Master of Science in Information Technology Leadership

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

- Earn a minimum of 36.0 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 30 credits of the MSITL program through Keiser University
- Complete all MSITL degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School
- Complete all required core and elective courses including the final capstone-based project.
- Exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

SCHOOL OF EDUCATION

Requirements for Doctor of Philosophy in Educational Leadership or Doctor of Philosophy in Instructional Design and Technology

- To earn a Doctor of Philosophy degree from Keiser University, students must accomplish the following:
- Earn a minimum of 60 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 54 credits of the PhD program through Keiser University
- Complete all PhD degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete two residencies before taking the comprehensive examination
- Successfully complete a comprehensive examination prior to advancing to candidacy
- Advance to candidacy prior to entering into dissertation courses
- Maintain active student status until dissertation is approved
- Complete a proposal approved by a dissertation committee
- Successfully defend the proposal
- Complete a dissertation approved by a dissertation committee
- Successfully defend the dissertation

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

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

- Earn a minimum of 30 graduate semester credit hours

- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 24 credit hours of the EdS program through Keiser University
- Complete all EdS requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Successfully complete a Comprehensive Examination upon completion of 30 graduate semester credit hours

Requirements for Master of Science in Education

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

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

SCHOOL OF HEALTH SCIENCES

Requirements for Master of Science in Nursing

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

- Earn a minimum of 33.0 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 27 credits of the MSN program through Keiser University
- Complete all MSN degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete a final capstone evidenced-based project including final scholarly paper and poster

Requirements for Master of Science in Physician Assistant

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

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

SCHOOL OF SOCIAL SCIENCES

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

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

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

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

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

- Earn a minimum of 36.0 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 30 credits of the MS in Psychology program through Keiser University
- Complete all MS in Psychology or MS in Organizational Psychology degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete a proposal approved by a thesis committee
- Successfully defend the thesis proposal
- Complete a thesis approved by a thesis committee
- Successfully defend the thesis

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

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

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

UNIVERSITY HOURS

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

Graduate Programs Offered at Each Campus

CAMPUS	GRADUATE PROGRAMS OFFERED
Daytona	**Master of Arts**
	Criminal Justice (online only)
	Master of Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)
	Master of Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing (online only)
	Master of Science
	Management (online only)
	Organizational Psychology (online only)
	Psychology (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
Ft. Lauderdale Graduate School	**Doctor of Philosophy**
	Educational Leadership (online only)
	Industrial and Organizational Psychology (online only)
	Instructional Design and Technology (online only)
	Psychology (online only)
	Doctor of Business Administration
	Doctor of Business Administration with specializations in Marketing, Global Organizational Leadership, or Global Business (online only)
	Educational Specialist Degrees
	Educational Leadership (online only)
	Instructional Design and Technology (online only)
	Master of Arts
	Criminal Justice (online only)
	Master of Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)
	Master of Business Administration
	Master of Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing
	Master of Business Administration (offered in Mandarin) with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing (online only)

	Master of Business Administration (offered in Spanish) with concentrations in Leadership for Managers, or International Business (online only)
	Master of Science
	Management (online only)
	Nursing (online only)
	Organizational Psychology (online only)
	Physician Assistant
	Psychology (online only)
	Education, Allied Health Teaching and Leadership (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Online Teaching and Learning (online only)
	Education, Teaching and Learning (online only)
	Joint Master of Science in Education - Master of Business Administration (online only)
	Graduate Certificates
	Career College Administration (online only)
	Health Services Management (online only)
	Management and Leadership (online only)
Shanghai (off-campus site)	**Master of Business Administration**
	Business Administration (offered in Mandarin) with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing (online only)
Ft. Myers	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing
	Master of Science
	Nursing (online only)
	Psychology (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
Jacksonville	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing

	Master of Science
	Nursing (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
Lakeland	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing
	Master of Science
	Management (online only)
	Nursing (online only)
	Psychology (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
Melbourne	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing (online only)
	Management (online only)
	Nursing (online only)
	Psychology (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
Miami	**Master of Arts**
	Criminal Justice (online only)
	Master of Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)
	Master of Business Administration
	Business Administration (offered in Spanish) with concentrations in Leadership for Managers, or International Business (online only)
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing

	Master of Science
	Management (online only)
	Nursing (online only)
	Psychology (online only)
	Education, Allied Health Teaching and Leadership (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
	Joint Master of Science in Education - Master of Business Administration (online only)
Orlando	**Master of Business Administration**
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing (online only)
	Master of Science
	Management (online only)
	Nursing (online only)
	Psychology (online only)
Pembroke Pines	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing
	Master of Science
	Information Security
	Information Technology Leadership
	Management (online only)
	Psychology (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
Port St. Lucie	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing (online only)
	Master of Science
	Nursing (online only)
	Psychology (online only)

	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
Sarasota	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing (online only)
	Master of Science
	Information Security
	Information Technology Leadership
	Nursing (online only)
	Psychology (online only)
	Education, Allied Health Teaching and Leadership (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Online Teaching and Learning (online only)
	Education, Teaching and Learning (online only)
	Joint Master of Science in Education - Master of Business Administration (online only)
Tallahassee	**Master of Arts**
	Criminal Justice
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing
	Master of Science
	Management (online only)
	Nursing (online only)
	Psychology (online only)
	Education, Allied Health Teaching and Leadership (online only)
	Education, Career College Administration
	Education, Leadership
	Education, Online Teaching and Learning (online only)
	Education, Teaching and Learning
	Joint Master of Science in Education - Master of Business Administration (online only)
	Graduate Certificates
	Career College Administration (online only)
	Health Services Management (online only)
	Management and Leadership (online only)

Tampa	**Master of Arts**
	Criminal Justice (online only)
	Master of Science
	Nursing (online only)
	Psychology (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)
	Joint Master of Science in Education - Master of Business Administration (online only)
	Graduate Certificates
	Health Services Management (online only)
	Management and Leadership (online only)
W. Palm Beach	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing
	Master of Science
	Nursing (online only)
	Psychology (online only)
	Education, Career College Administration (online only)
	Education, Leadership (online only)
	Education, Teaching and Learning (online only)

SCHOOL OF BUSINESS AND TECHNOLOGY

ACCOUNTING

MASTER OF ACCOUNTANCY DEGREE

GENERAL ACCOUNTING CONCENTRATION

FORENSIC ACCOUNTING CONCENTRATION

Program Description

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

Program Objectives

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

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

Program Prerequisites

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

Program Outline

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

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

Master of Accountancy Major Core Courses (24.0 credit hours)

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

General Accounting Concentration (12.0 credit hours)

ACG6367	Advanced Cost/Managerial Accounting	3.0 credit hours
ACG6505	Advanced Governmental and Fund Accounting	3.0 credit hours
ACG6625	Advanced Accounting Information Systems	3.0 credit hours
BUL5832	Advanced Contract and UCC Law	3.0 credit hours

Forensic Accounting Concentration (12.0 credit hours)

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

BUSINESS ADMINISTRATION

DOCTOR OF BUSINESS ADMINISTRATION DEGREE

Program Description

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

Program Objectives

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

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

Prerequisites for Core Courses

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

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

Program Outline

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

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

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

Core Courses (21.0credit hours)

DBA700	Foundations in Business Research Writing (prerequisite)	3.0 credit hours
DBA710	Management and Leadership Approaches	3.0 credit hours
DBA720	Global Business	3.0 credit hours
DBA730	The Global Economy	3.0 credit hours
DBA740	Financial Theory and Policy	3.0 credit hours
DBA750	Marketing Management	3.0 credit hours
DBA760	Strategic Decision Making for Managers	3.0 credit hours

Research Courses (9.0credit hours)

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

Marketing Specialization (18.0credit hours)

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

Global Organizational Leadership Specialization (18.0credit hours)

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

Global Business Specialization (18.0credit hours)

INB821	Cross Cultural Management & Negotiations	3.0 credit hours
INB822	Global Finance Management	3.0 credit hours
INB823	Global Strategic Management	3.0 credit hours

INB824	Global Business and Technology	3.0 credit hours
INB825	Global Supply Chain Management	3.0 credit hours
INB826	Advanced Topics in Global Management	3.0 credit hours

Dissertation Courses (12.0credit hours)

Students must be admitted to candidacy before enrolling in Dissertation Courses

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

The following courses are not scheduled with any other course:
DBA760 Strategic Decision Making for Managers (This course is taken as the final core course)
DISS901 Dissertation

Residency Requirement

Doctoral students must complete two residencies, the first before the student completes DBA760 and the comprehensive examination. The second residency must be taken prior to taking the sixth and final specialization course.

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

MASTER OF BUSINESS ADMINISTRATION DEGREE

ACCOUNTING CONCENTRATION

HEALTH SERVICES MANAGEMENT CONCENTRATION

INFORMATION SECURITY MANAGEMENT CONCENTRATION

INTERNATIONAL BUSINESS CONCENTRATION

LEADERSHIP FOR MANAGERS CONCENTRATION

MARKETING CONCENTRATION

Program Description

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

Students specialize in one of six areas: Accounting, Health Services Management, Information Security Management, International Business, Leadership for Managers, or Marketing. In addition,

MBA students complete general coursework in valuable areas such as accounting, finance, management, marketing and business research methods. Graduates demonstrate a conceptual understanding of advanced business strategies and critically analyze and solve problems based on applied research methods.

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

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

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

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

Program Outline
Students are required to select one of six major concentrations. Students take 10 major courses for 30 graduate credit hours (common to all concentrations) and 12 to 15 graduate credit hours in a concentration area. **NOTE**: Courses in the MBA program are each eight-weeks in length, and students are normally scheduled for two courses concurrently.
To receive a Master of Business Administration degree, students must earn 42 to 45 graduate level credit hours. Thirty-six of the program hours must be completed through Keiser University. Program requirements are as follows:

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

AGC501	Survey of Accounting	3.0 credit hours
ACG5075	Accounting for Decision Making	3.0 credit hours*
ACG5135	Advanced Accounting Theory	3.0 credit hours*

FIN521	Financial Management	3.0 credit hours
MKT531	Marketing Management	3.0 credit hours
MAN542	Business Research Methods	3.0 credit hours
MAN551	International Business	3.0 credit hours
MAN562	Business Information Systems	3.0 credit hours
MAN571	Organizational Behavior (co-requisite course)	3.0 credit hours
MAN573	Project Management	3.0 credit hours
ECO581	Managerial Economics	3.0 credit hours

*MBA students with an accounting concentration must take ACG5135 instead of ACG5075

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

Accounting Concentration (15.0 credit hours)

ACG6138	Advanced Financial Reporting and Accounting Concepts	3.0 credit hours
ACG6635	Advanced Auditing Theory and Applications	3.0 credit hours
ACG6808	Contemporary Issues in Accounting	3.0 credit hours
TAX6877	Special Topics in Taxation	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Health Services Management Concentration (12.0 credit hours)

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

Information Security Management Concentration (12.0 credit hours)

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

International Business Concentration (12.0 credit hours)

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

Leadership for Managers Concentration (12.0 credit hours)

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

Marketing Concentration (12.0 credit hours)

MKT632	Marketing Research Methods	3.0 credit hours

MKT633	Promotional Strategy	3.0 credit hours
MKT634	Advanced Consumer Behavior	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Master of Business Administration Degree (offered in Spanish language)
Concentrations in Leadership for Managers, and International Business
For program information in Spanish, please refer to the Spanish edition of this catalog.

Master of Business Administration Degree (offered in Mandarin language)
For program information in Mandarin, please refer to the Mandarin edition of this catalog.

MASTER OF SCIENCE DEGREE

MANAGEMENT

Master of Science Degree

Program Description

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

Spanish Master of Science degree in Management

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

Program Objectives

Students who complete the Master of Science in Management program master the skills to:

- Create and manage projects, strategic planning, management, and implementation required by the organization.
- Evaluate and uses proficiency in managing and enhancing people skills in organizations.
- Analyze the alignment of organizational resources to lead effectively.
- Evaluate situations and problems to engage in effective decision making to implement solutions.
- Analyze and shows management skills by leading, evaluating, and promoting personnel.

- Support professionalism as a manager within the organization with good communication and leadership skills
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

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

Program Outline

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

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

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

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

GRADUATE BUSINESS CERTIFICATE PROGRAMS

HEALTH SERVICES MANAGEMENT

MANAGEMENT AND LEADERSHIP

Program Description

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

Prerequisites for Core Courses

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

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

Program Outline

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

Health Services Management Graduate Certificate (18.0 credit Hours)

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

Management Leadership Graduate Certificate (18 Credit Hours)

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

For information on graduation rates, student debt levels, and other disclosures, visit www.Keiser University.edu/Consumerinfo

INFORMATION TECHNOLOGY

MASTER OF SCIENCE DEGREES

INFORMATION SECURITY

Master of Science Degree

Program Description

Keiser University's Master of Science in Information Security offers an intensive graduate program that provides information technology professionals with theoretical and practical knowledge in security concepts such as access control, secure application development, business continuity planning, cryptography, e-commerce regulations, operational, physical, architectural security, telecommunications and network security. This curriculum will prepare students for careers as a Chief Information Officer, Chief Security Officer, and network forensic specialist. Upon completion of the program graduate students should be able to take the widely recognized Certified Information Systems Security Professional (CISSP) exam.

Program Objectives

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

- Manage the use of information security methodologies in the practice of information assurance and risk management.
- Identify areas of security concerns within system and application software.
- Assess the security needs of an enterprise information system and its applications to maintain the confidentiality, integrity and availability of digital data.
- Plan the use of network security using current cryptographic and access control technologies.
- Create information security polices and disaster recovery procedures that conform to moral, legal and ethical standards.
- Compose physical security methodologies to address system vulnerabilities and apply appropriate countermeasures in response to threats.
- Conduct scholarly research pertaining to contemporary information security issues.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

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

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

Required Major Core Courses (36.0 credit hours)

ISS500	Operating Systems and Application Support (co-requisite course)	3.0 credit hours
ISS510	Enterprise Information Systems Networks	3.0 credit hours
ISS520	Database Systems and Security	3.0 credit hours
ISS550	Software Engineering	3.0 credit hours
ISS630	Secure Client Server Computing	3.0 credit hours
ISS640	Cryptography	3.0 credit hours
ISS655	Global E-Commerce and Privacy Assurance	3.0 credit hours
ISS670	Advanced Network Security	3.0 credit hours
ISS680	Intrusion Detection and Prevention Systems	3.0 credit hours
ISS685	E-Discovery, Network and Computer Forensics	3.0 credit hours
ISS695	Risk Analysis and Vulnerability Assessment	3.0 credit hours
ISS699	Capstone Project Information Security	3.0 credit hours

INFORMATION TECHNOLOGY LEADERSHIP

Master of Science Degree

Program Description

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

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

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

Prerequisites for Major Courses

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

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

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

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

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

Elective Courses (6.0 credit hours)

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

SCHOOL OF EDUCATION

DOCTOR OF PHILOSOPHY DEGREES

EDUCATIONAL LEADERSHIP

Doctor of Philosophy Degree

Program Description

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

Program Objectives

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

- Apply leadership theory and ethical, reflective decision-making to manage and administer schools and school systems.
- Evaluate and apply best practices in instruction using effective teaching practices, emerging technologies, and assessment techniques to achieve optimal educational outcomes.
- Create a shared vision of a learning culture by understanding and responding to the political, social, economic, legal and cultural environment.
- Respond to diverse communities of interest to create a safe, efficient, and effective learning environment.
- Continue to renew and develop expertise in the field of leadership demonstrated by effective written, spoken, and digital communication.
- Advance the body of knowledge through relevant, reflective, action-oriented research and scholarship.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

Prerequisites for Major Courses

- Master degree from an accredited institution.

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

Program Outline

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

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

Foundation Courses (15.0 credit hours)

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

Leadership Core Courses (12.0 credit hours)

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

Elective Courses (6.0 credits required)

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

Research Courses (15.0 credit hours)

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

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

Dissertation Courses (12.0 credit hours)
Students must be admitted to candidacy before enrolling in Dissertation Courses.

EDR900	Dissertation	1.5 credit hours
EDR900C	Dissertation Continuing Services	1.5 credit hours

Residency Requirement
Doctoral students must complete two residencies, one in the first year of the program; the second prior to taking RSM820.
DOPR Doctor of Philosophy Residency
DOPR2 Doctor of Philosophy Residency Two

INSTRUCTIONAL DESIGN AND TECHNOLOGY
Doctor of Philosophy Degree

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

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

- Evaluate and apply current practices in course, program, and training development using effective instructional design and models supporting technology-based learning in various instructional situations.
- Continue to renew and develop expertise in the field of instructional design technology demonstrated by effective written, spoken, and digital communication.
- Evaluate and assess a range of technology-based learning models and integrate the use of effective technologies in supporting learner success.
- Explore and extrapolate implications in the advancement of future technologies in education and training on a global basis.

- Apply the skills and knowledge required in the use of multimedia applications in the development of training and learning activities.
- Demonstrate an ability to relate research and the knowledge base in the field.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

Prerequisites for Major Courses

- Master degree from an accredited institution.

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

Program Outline

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

Doctor of Philosophy in Instructional Design Technology Major Core Courses (60.0 credit hours)

Foundation Courses (15.0 credit hours)

EDU710	Ethical and Legal Issues in Education/ Leadership	3.0 credit hours
EDU712	Policy, Politics, and Community Relations (program prerequisite course)	3.0 credit hours
EDU721	Leading Technology Innovation	3.0 credit hours
EDU730	Funding of Educational Institutions	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours

Instructional Design Technology Core Courses (12.0 credit hours)

IDT723	Instructional Design Theory	3.0 credit hours
IDT724	Analysis and Design of Technology- Based Learning Models	3.0 credit hours
IDT725	Instructional Multimedia	3.0 credit hours
IDT726	Current Issues in Instructional Technology	3.0 credit hours

Elective Courses (Six credits required)

EDU722	Management of Distance Education	3.0 credit hours
EDU720	Designing Training and Performance Solutions	3.0 credit hours

Research Courses (15.0 credit hours)

EDR700	Quantitative Research I	3.0 credit hours
EDR800	Quantitative Research II (Prerequisite EDR700)	3.0 credit hours
EDR810	Qualitative Research	3.0 credit hours
EDR811	Mixed Methods (Prerequisites: EDR700, EDR800, EDR810, and EDR811)	3.0 credit hours
EDR820	Advanced Research: Pre-Proposal and	

	Literature Review (Prerequisite EDR700, EDR800, and EDR810)	3.0 credit hours

EDR820 is scheduled as the last course and is not scheduled with any other course.

Dissertation Courses (12.0 credit hours)

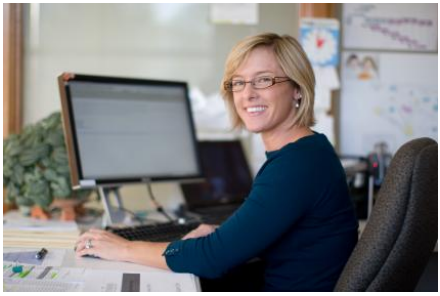
Students must be admitted to candidacy before enrolling in Dissertation Courses.

EDR900	Dissertation	1.5 credit hours
EDR900C	Dissertation Continuing Services	1.5 credit hours

Residency Requirement

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

DOPR Doctor of Philosophy Residency
DOPR2 Doctor of Philosophy Residency Two



EDUCATION SPECIALIST DEGREES

EDUCATIONAL LEADERSHIP

Education Specialist Degree

Program Description

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

Program Objectives

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

- Apply leadership theory and ethical, reflective decision-making to manage and administer schools and school systems.
- Evaluate and apply best practices in instruction using effective teaching practices, emerging technologies, and assessment techniques to achieve optimal educational outcomes.
- Create a shared vision of a learning culture by understanding and responding to the political, social, economic, legal and cultural environment.

- Respond to diverse communities of interest to create a safe, efficient, and effective learning environment.
- Continue to renew and develop expertise in the field of leadership demonstrated by effective written, spoken, and digital communication.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

Prerequisites for Major Courses

- Master degree from an accredited institution

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

Program Outline

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

Educational Specialist in Educational Leadership Major Core Courses
(30.0 credit hours)

Foundation Courses (18.0 Credit Hours)

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

Leadership Core (12.0 Credit Hours)

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

Comprehensive Examination
Passing Score

INSTRUCTIONAL DESIGN AND TECHNOLOGY
Education Specialist Degree

Program Description

Keiser University's Education Specialist degree in Instructional Design and Technology prepares reflective scholars and capable professionals who apply instructional systems design, theory, tools,

and technologies to achieve desired educational and training outcomes in various settings. The program fosters lifelong learning and values leadership, ethical and informed decision-making, diversity, assessment, program evaluation, effective communication, and technology.

Program Objectives

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

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

Prerequisites for Major Courses

- Master degree from an accredited institution.

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

Program Outline

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

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

Foundation Courses (18.0credit hours)

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

IDT720	Designing Training and Performance Solutions	3.0 credit hours
IDT721	Leading Technology Innovation	3.0 credit hours

Instructional Design andTechnology Core Courses (12.0 credit hours)

IDT723	Instructional Design Theory	3.0 credit hours
IDT724	Analysis and Design of Technology- Based Learning Models	3.0 credit hours
IDT725	Instructional Multimedia	3.0 credit hours
IDT726	Current Issues in Instructional Technology	3.0 credit hours

Comprehensive Examination Passing Score

MASTER OF SCIENCE DEGREES

EDUCATION, ALLIED HEALTH TEACHING AND LEADERSHIP

Master of Science Degree

Program Description

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

Program Objectives

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

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

Prerequisites for Major Courses
Baccalaureate Degree from an accredited institution

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

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

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

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

EDU 510	Affirming Diversity	3.0 credit hours
EDU 511	Integrative Instructional Technology	3.0 credit hours
EDU 512	Education Governance, Motivation and Ethical Decision Making	3.0 credit hours
EDU 513	Advanced Curriculum Design	3.0 credit hours
EDU 514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU 521	Learning Theories Applied To Classroom Instruction and Management	3.0 credit hours
EDU 560	Enrollment Management Theory and Practice	3.0 credit hours
EDU 565	Student Retention and Management	3.0 credit hours
EDU 580	Issues and Trends in Health Care Education Programs	3.0 credit hours
EDU 581	Managing Health Care Programs in Institutions and the Community	3.0 credit hours
EDR 551	Decision Oriented Educational Research	3.0 credit hours
EDR 610	Action Research Project (Capstone)	3.0 credit hours

EDUCATION, CAREER COLLEGE ADMINISTRATION
Master of Science Degree

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

Program Objectives

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

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

Prerequisites for Major Courses

Baccalaureate Degree from an accredited institution

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

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

Program Outline

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

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

EDU 510	Affirming Diversity	3.0 credit hours
EDU 511	Integrative Instructional Technology	3.0 credit hours
EDU 512	Education Governance, Motivation an Ethical Decision Making	3.0 credit hours
EDU 513	Advanced Curriculum Design	3.0 credit hours
EDU 514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU 560	Enrollment Management Theory and Practice	3.0 credit hours
EDU 562	Higher Education Marketing and Recruitment	3.0 credit hours
EDU 552	Personnel Selection and Development	3.0 credit hours
EDU 563	Managing Campus Operations	3.0 credit hours
EDU 565	Student Retention and Management	3.0 credit hours
EDR 551	Decision Oriented Educational Research	3.0 credit hours
EDR 610	Action Research Project (Capstone)	3.0 credit hours

Program Description

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

Program Objectives

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

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

Prerequisites for Major Courses

Baccalaureate Degree from an accredited institution

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

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

Program Outline

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

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

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

EDUCATION, ONLINE TEACHING AND LEARNING

Master of Science Degree

Program Description

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

Program Objectives

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

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

Prerequisites for Major Courses

Baccalaureate degree from an accredited institution.

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

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

Program Outline

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

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

(36.0 credit hours)

EDU510	Affirming Diversity	3.0 credit hours
EDU511	Integrative Instructional Technology	3.0 credit hours
EDU512	Education Governance, Motivation and Ethical Decision Making	3.0 credit hours
EDU513	Advanced Curriculum and Instructional Design	3.0 credit hours
EDU514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU521	Learning Theories Applied to Classroom Instruction and Management	3.0 credit hours
EDU522	Continuous Improvement and Planning	3.0 credit hours
EDU570	Building Online Collaboration in Learning Environments	3.0 credit hours
EDU571	Current Issues and Technologies for Online Education and Training	3.0 credit hours
EDU572	Design and Delivery of Web Conferences	3.0 credit hours
EDR551	Decision Oriented Educational Research	3.0 credit hours
EDR 610	Action Research Project (Capstone)	3.0 credit hours

EDUCATION, TEACHING AND LEARNING

Master of Science Degree

Program Description

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

Program Objectives

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

- Demonstrate theory-based and practical instructional leadership in K-12, higher education, and related fields
- Incorporate critical thinking, scholarly writing, research, and technology in practice
- Design and assess curriculum, instruction, and programs related to student success.
- Direct educational operations including classroom management, assessment of student learning, and accountability with an emphasis on innovative procedures and practices

- Exhibit competency in professional practices including ethics, diversity, legal issues, and communication with all educational stakeholders
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations

Prerequisites for Major Courses

Baccalaureate Degree from an accredited institution

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

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

Program Outline

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

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

(36.0 credit hours)

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

JOINT GRADUATE DEGREE PROGRAMS

EDUCATION AND BUSINESS

Joint Master of Science in Education and Master of Business Administration Degree

Program Description

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

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

Program Objectives

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

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

Prerequisites for Major Courses

- Baccalaureate degree from an accredited institution.

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

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

Program Outline

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

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

EDU510	Affirming Diversity	3.0 credit hours
EDU511	Integrative Instructional Technology	3.0 credit hours
EDU512	Education Governance, Motivation and Ethical Decision Making (co-requisite course)	3.0 credit hours
EDU513	Advanced Curriculum and Instructional Design	3.0 credit hours

EDU514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDU560	Enrollment Management Theory and Practice	3.0 credit hours
EDU562	Higher Education Marketing and Recruitment	3.0 credit hours
EDU563	Managing Campus Operations	3.0 credit hours
EDU552	Personnel Selection and Development	3.0 credit hours
EDU565	Student Retention and Management	3.0 credit hours

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

AGC501	Survey of Accounting	3.0 credit hours
ACG5075	Accounting for Decision Making	3.0 credit hours
FIN521	Financial Management	3.0 credit hours
MAN542	Business Research Methods	3.0 credit hours
MAN551	International Business	3.0 credit hours
MAN571	Organizational Behavior (co-requisite for business courses)	3.0 credit hours
MAN573	Project Management	3.0 credit hours
ECO581	Managerial Economics	3.0 credit hours
MAN673	Organizational Change	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

GRADUATE EDUCATION CERTIFICATE PROGRAMS

CAREER COLLEGE ADMINISTRATION

Program Description

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

Program Objectives

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

- Demonstrating theory-based and practical leadership in career college education and related fields.
- Directing educational operations including marketing, campus operations, personnel recruitment and development, and enrollment management.
- Demonstrating professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Prerequisites for Core Courses
A baccalaureate degree from an accredited institution

Professional resume

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

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

Program Outline

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

Career College Administration (18.0 credit hours)

EDU560	Enrollment Management Theory and Practice	3.0 credit hours
EDU562	Higher Education Marketing and Recruitment	3.0 credit hours
EDU563	Managing Campus Operations	3.0 credit hours
EDU552	Personnel Selection and Development	3.0 credit hours
EDU565	Student Retention and Management	3.0 credit hours
MAN573	Project Management	3.0 credit hours

For information on graduation rates, student debt levels, and other disclosures, visit www.Keiser University.edu/Consumerinfo

SCHOOL OF HEALTH SCIENCES

MASTER OF SCIENCE DEGREES

NURSING

Master of Science Degree

Program Description

The Master of Science in Nursing program offers an advanced nurse generalist focus which provides contemporary professional skills and knowledge for leadership in the healthcare system. The program encourages nurses to develop scholarly practice to deliver health care that is caring,

holistic, effective, patient-centered, timely, efficient, and equitable. Opportunities are offered for working professionals to concurrently integrate educational principles into direct practice. The program vision is to inspire nurses to develop a lifelong commitment to nursing scholarship and leadership advancing the profession into the future. This program aims to fulfill the recommendations of the American Association of Colleges of Nursing (AACN) guidelines as prescribed in the Essentials of Master's Education in Nursing for professional Nursing practice (AACN, 2011).

Philosophy

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

Program Objectives

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

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

NOTE: Courses in the MSN program are eight-weeks in length and students are scheduled for one or two courses concurrently. Supplemental course hours will be required for academic synthesis of course content and may include visits to community agencies, professional conferences approved by instructor, work site capstone development, approved volunteer activities, interagency site visits, technological field trips, simulation available, preceptor training, leadership activities, professional meetings, and interdepartmental study in current employment system. Supplemental course hours will not be awarded for current salaried employment.

Program Outline

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

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

NUR501	Leadership and Professional Development in Nursing	3.0 credit hours
NUR 502	Nursing Theory for Research and Practice	3.0 credit hours
NUR 510	Health Promotion and Disease Prevention	3.0 credit hours
NUR 520	Health Systems, Policy, and Resource Management	3.0 credit hours
NUR 530	Quality Improvement and Patient Safety	3.0 credit hours

NUR 540	Human Diversity, Global Health, and Social Issues	3.0 credit hours
NUR 650	Advanced Pathophysiology for Practice	3.0 credit hours
NUR 660	Principles of Pharmacology for Advanced Practice	3.0 credit hours
NUR670	Advanced Health Assessment for Best Practice	3.0 credit hours
NUR680	Research for Evidenced-Based Practice and Outcome Management	3.0 credit hours
NUR 690	Translating Research into Practice: Outcomes Management (Capstone)	3.0 credit hours

PHYSICIAN ASSISTANT

Master of Science Degree

Program Description

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

The first year is an intense study of basic sciences and clinically related didactic course work. The clinical year provides students with experience in emergency medicine, surgery, obstetrics and gynecology, pediatrics, psychiatry, family medicine, internal medicine, and two electives. Learner-centered activities will be used and include: independent and collaborative learning, experiential applications, case study analysis and problem-based instruction through simulations and model-based applications. Graduates are required to sit for the Physician Assistant National Certification Examination (PANCE) and eligible, upon successful completion of the PANCE, to be licensed and practice medicine under the supervision of a physician.

Program Objectives

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

- Demonstrate a high level of standard in patient care
- Effectively demonstrate core knowledge and application in their daily practice
- Demonstrate analytic and investigatory thinking in clinical situations
- Demonstrate a medical knowledge of pathophysiology, patient management, surgical principles, health promotion and disease prevention
- Effectively demonstrate interpersonal and communication skills that result in effective information exchange with patients, their families and professional colleagues

- Provide age-appropriate assessment, evaluation and treatment plans
- Demonstrate a high level of legal and ethical responsibility to a diverse patient populations
- Evaluate, assess and improve patient care practices
- Demonstrate an awareness and accountability for providing optimal patient care
- Effectively demonstrate an awareness of legal and legislative issues involving professional liability, reimbursement and professional behavior
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Prerequisites for Major Courses

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

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

NOTE: Courses in the MSPA program last from one week to one semester. Students can expect to attend classes Monday through Friday with some evening and weekend classes, taking multiple classes concurrently. Clinical experiences are a minimum of 40 hours per week and scheduled at the direction of the clinical site. All students in this program attend on a full time basis.

Program Outline

To receive a Master of Science in Physician Assistant degree, students must earn 138 graduate semester credit hours. The first year includes 82 semester credit hours of didactic and laboratory instruction. The second year includes 56 semester credit hours consisting of 45 semester credit hours of clinical rotations and 11 semester credit hours of coursework that includes a Graduate Project, Certification Examination Review, Introduction to Healthcare Research and Biostatistics, Transition into Physician Assistant Practice, and Summative Evaluation.

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

Master of Science in Physician Assistant Major Core Courses (138.0 credit hours)

First Year-Didactic and Laboratory (82.0 credit hours)

MPA500	Introduction to the Physician Assistant Profession	1.0 credit hour
MPA501	Medical Terminology	1.0 credit hour
MPA502	Fundamentals of Diagnostic Methods	3.0 credit hours
MPA510	Physical Diagnosis I	3.0 credit hours
MPA511	Human Physiology	4.0 credit hours

MPA512	Clinical Pathophysiology	3.0 credit hours
MPA513	Human Anatomy	5.0 credit hours
MPA514	Applied Learning Experience	1.0 credit hour
MPA520	Physical Diagnosis II	3.0 credit hours
MPA521	Microbiology	3.0 credit hours
MPA522	Ethical and Legal Medicine	3.0 credit hours
MPA523	Clinical Pharmacology	2.0 credit hours
MPA524	Fundamentals of Clinical Medicine and Surgery I	5.0 credit hours
MPA525	Clinical Laboratory Medicine I	1.0 credit hour
MPA526	Psychosocial Issues in Healthcare	2.0 credit hours
MPA530	Physical Diagnosis III	3.0 credit hours
MPA531	Principles of Life Support and Electrocardiography	5.0 credit hours
MPA532	Clinical and Surgical Procedures	4.0 credit hours
MPA533	Pharmacotherapeutics I	4.0 credit hours
MPA534	Fundamentals of Clinical Medicine and Surgery II	6.0 credit hours
MPA535	Clinical Laboratory Medicine II	2.0 credit hours
MPA536	Health Promotion and Disease Prevention	2.0 credit hours
MPA537	Healthcare Policy	1.0 credit hour
MPA538	Medical Genetics	1.0 credit hour
MPA540	Clinical Psychiatry	3.0 credit hours
MPA543	Pharmacotherapeutics II	3.0 credit hours
MPA544	Fundamentals of Clinical Medicine and Surgery III	8.0 credit hours

Second Year-Clinical and Didactic (56.0 credit hours)

MPA600	Prenatal/Gynecology CR	5.0 credit hours
MPA610	Internal Medicine CR	5.0 credit hours
MPA620	Surgery CR	5.0 credit hours
MPA630	Emergency Medicine CR	5.0 credit hours
MPA640	Pediatrics CR	5.0 credit hours
MPA650	Family Medicine CR	5.0 credit hours
MBA660	Psychiatry CR	5.0 credit hours
MPA670	Elective 1 CR	5.0 credit hours
MPA680	Elective 2 CR	5.0 credit hours
MPA515	Introduction to Healthcare Research and Biostatistics	3.0 credit hours
MPA690	Graduate Project	3.0 credit hours
MPA691	Certification Examination Review	2.0 credit hours
MPA692	Transition into Physician Assistant Practice	1.0 credit hour
MPA695	Summative Evaluation	2.0 credit hours

SCHOOL OF SOCIAL SCIENCES

PSYCHOLOGY

DOCTOR OF PHILOSOPHY DEGREES

INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

Doctor of Philosophy Degree

Program Description

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

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

Program Objectives

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

- Develop an advanced understanding of general psychological principals and theories to include motivation, learning, emotion, and behavior.
- Appreciate diversity in individuals and the global community, demonstrated through application of ethical problems solving at the individual, social, and organizational levels in the field of psychology.
- Apply principles of effective research methods, evaluating problems, developing research strategies, designing and conducting psychological research, interpreting and evaluating research data, and formulating grounded conclusions to add to the body of knowledge.
- Develop an advanced understanding of Industrial/Organizational Psychology as a science and method for applying psychology to the practical problems faced by people at work in a variety of organizations
- Prepare graduates whose research, teaching, and applied work is primarily informed by current scientific theory, research, and methods.
- Develop and publicize new knowledge in the field of Industrial/Organizational Psychology through dissertation work.

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

Prerequisites for Major Courses

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

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

Program Outline

To receive a Doctor of Philosophy in Industrial and Organizational Psychology degree, students with a Master's degree must earn 60 graduate semester credit hours. Students with a Bachelor's degree must complete an additional 21 graduate semester credit hours and complete a thesis to receive their Master's degree while enrolled in the Ph.D. in Industrial/Organizational Psychology. Fifty-four of the program hours (for students entering with a Master's degree) must be completed through Keiser University. Seventy-five of the program hours (for students entering with a Baccalaureate degree) must be completed through Keiser University. Program requirements are as follows:

Doctor of Philosophy in Industrial and Organizational Psychology Core Courses (60.0 – 78.0 credit hours)

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

PSY502	History and Systems of Psychology	3.0 credit hours
PSY532	Health Psychology	3.0 credit hours
PSY542	Psychopathology	3.0 credit hours
PSY562	Evolutionary Psychology	3.0 credit hours
PSY690	Master's Thesis, Part I (Prerequisite: PSY701, RSM700, RSM702)	3.0 credit hours
PSY699	Master's Thesis, Part II	3.0 credit hours

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

Foundation Courses (15.0 credit hours)

PSY701	Research, Ethics, and Scholarly Writing	3.0 credit hours
PSY710	Cognitive & Affective Basis of Behavior	3.0 credit hours
PSY750	Theories of Learning and Motivation	3.0 credit hours
PSY760	Sociocultural Basis of Behavior	3.0 credit hours
PSY770	Cross-Cultural Methods of Tests and Measurements	3.0 credit hours

Research Courses (15.0 credit hours)

RSM700	Quantitative Research I (Prerequisite RSM702)	3.0 credit hours

RSM702	Research Design and Qualitative Methods	3.0 credit hours
RSM801	Quantitative Research II (Prerequisite RSM700)	3.0 credit hours
RSM802	Advanced Research Theory, Design, and Methods (Prerequisite: RSM702)	3.0 credit hours
RSM820	Advanced Research: Pre-Proposal and Literature Review (Prerequisite RSM700, RSM800 and RSM802)	3.0 credit hours

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

Ph.D. in Industrial and Organizational Psychology Core Courses
(15.0credit hours)

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

Dissertation Courses (12.0 credit hours)
Students must complete eight DSS900 courses.

DSS900	Dissertation	1.5 credit hours

Residency Requirement
Doctoral students must complete two residencies, one in the first year of the program; the second prior to taking RSM820.
DOPR Doctor of Philosophy Residency
DOPR2 Doctor of Philosophy Residency Two

PSYCHOLOGY
Doctor of Philosophy Degree

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

Program Objectives

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

- Develop an advanced understanding of general psychological principles and theories to include motivation, learning, emotion, and behavior.
- Appreciate diversity in individuals and the global community, demonstrated through using socio-cultural appropriate methodology in evaluating individual, social, and organizational levels in the field of psychology.
- Evaluate educational and social services program designs to include program evaluation, curriculum development, and assessment strategies.
- Apply principles of effective research methods, evaluating problems, developing research strategies, designing and conducting psychological research, interpreting and evaluating research data, and formulating grounded conclusions to add to the body of knowledge.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents, presentations, and publications.

Prerequisites for Major Courses

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

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

Program Outline

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

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

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

PSY502	History and Systems of Psychology	3.0 credit hours
PSY532	Health Psychology	3.0 credit hours
PSY542	Psychopathology	3.0 credit hours
PSY562	Evolutionary Psychology	3.0 credit hours
PSY690	Master's Thesis, Part I (Prerequisite: PSY701, RSM700, RSM702)	3.0 credit hours
PSY699	Master's Thesis, Part II	3.0 credit hours

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

Foundation Courses (27.0 credit hours)

PSY701	Research, Ethics, and Scholarly Writing (Program prerequisite course)	3.0 credit hours
PSY710	Cognitive & Affective Basis of Behavior	3.0 credit hours
PSY720	Behavioral Neuroscience	3.0 credit hours
PSY730	Human Development	3.0 credit hours
PSY750	Theories of Learning and Motivation	3.0 credit hours
PSY760	Sociocultural Basis of Behavior	3.0 credit hours
PSY770	Cross-Cultural Methods of Tests and Measurements	3.0 credit hours
PSY780	Educational Psychology	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours

Research Courses (18.0 credit hours)

RSM700	Quantitative Research I (Prerequisite RSM702)	3.0 credit hours
RSM702	Research Design and Qualitative Methods	3.0 credit hours
RSM801	Quantitative Research II (Prerequisite RSM700)	3.0 credit hours
RSM802	Advanced Research Theory, Design, and Methods (Prerequisite: RSM702)	3.0 credit hours
RSM815	Psychometrics (Prerequisite PSY770)	3.0 credit hours
RSM820	Advanced Research: Pre-Proposal and Literature Review (Prerequisite RSM700, RSM800 and RSM802)	3.0 credit hours

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

Elective Courses (In addition to above courses, students must also complete one of the following courses)

EPY816	Advanced Seminar in Teaching Psychology (Prerequisites: PSY750, PSY780, and EDU740)	3.0 credit hours
RSM816	Advanced Seminar in Program Evaluation (Prerequisites: PSY770, RSM 702, RSM 802, and RSM815)	3.0 credit hours

Dissertation Courses (12.0 credit hours)

Students must complete eight DSS900 courses.

DSS900	Dissertation	1.5 credit hours

Residency Requirement

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

DOPR Doctor of Philosophy Residency
DOPR2 Doctor of Philosophy Residency Two

MASTER OF SCIENCE DEGREES

ORGANIZATIONAL PSYCHOLOGY

Master of Science Degree

Program Description

The Master of Science in Organizational Psychology degree emphasizes behavior of individuals in businesses and organizations to determine how to improve performance and productivity for that organization. Graduates of the program apply cutting edge research and theory using quantitative skills at work every day. They factor human behavior into the successful business equation by motivating productivity, building resilient leadership, supporting diverse cultures, and managing organizational change

Program Objectives

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

- Develop an understanding of organizational psychological principals and theories to include and human resources, leadership development, organizational behavior, and tests and measures.
- Appreciate diversity in individuals demonstrated through application of multicultural methods of research and understanding of psychological principles.
- Utilize research methods to interpret and evaluate research data.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Prerequisites for Major Courses

- Bachelor's degree from an accredited institution.

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

Program Outline

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

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

PSY501	Scholarly Writing (Program prerequisite course-taken alone)	3.0 credit hours
PSY502	History and Systems of Psychology	3.0 credit hours
MAN671	Leadership Development	3.0 credit hours
MAN672	Human Resources Management	3.0 credit hours
MAN673	Organizational Change	3.0 credit hours
PSY521	Organizational Psychology	3.0 credit hours
PSY522	Human Resources Psychology	3.0 credit hours
PSY570	Tests and Measurements	3.0 credit hours
RSM600	Quantitative Research	3.0 credit hours
RSM602	Research Design / Thesis Proposal	3.0 credit hours
PSY690	Master's Thesis, Part I (Prerequisite: PSY501, RSM600, RSM602)	3.0 credit hours
PSY699	Master's Thesis, Part II (Prerequisite: PSY690)	3.0 credit hours

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

PSYCHOLOGY

Master of Science Degree

Program Description

The Master of Science in Psychology degree is a research based program focused on career advancement in teaching, consulting, or administration. The program culminates in a master's thesis, which builds upon the foundation of information learned in the coursework. Graduates demonstrate a conceptual understanding of advanced psychology and contribute intellectually to the field.

Program Objectives

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

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

- Utilize research methods to interpret and evaluate research data.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Prerequisites for Major Courses

- Bachelor's degree from an accredited institution.

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

Program Outline

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

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

PSY501	Scholarly Writing (Program prerequisite course-taken alone)	3.0 credit hours
PSY502	History and Systems of Psychology	3.0 credit hours
PSY521	Organizational Psychology	3.0 credit hours
PSY522	Human Resources Psychology	3.0 credit hours
PSY532	Health Psychology	3.0 credit hours
PSY542	Psychopathology	3.0 credit hours
PSY562	Evolutionary Psychology	3.0 credit hours
PSY570	Tests and Measurements	3.0 credit hours
RSM600	Quantitative Research	3.0 credit hours
RSM602	Research Design / Thesis Proposal	3.0 credit hours
PSY690	Master's Thesis, Part I (Prerequisite: PSY501, RSM600, RSM602)	3.0 credit hours
PSY699	Master's Thesis, Part II (Prerequisite: PSY690)	3.0 credit hours

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

MASTER OF ARTS DEGREES

CRIMINAL JUSTICE

Master of Arts Degree

Program Description

Keiser University's Master of Arts degree in Criminal Justice provides an intensive study of theory and practice in the field of criminal justice. The program fosters independent learning and enables

students to contribute intellectually to the corrections, law enforcement and administration of justice professions.

Students learn to manage components of the criminal justice system through course work in areas such as correctional systems, law enforcement, court systems, criminal justice and criminology theory, juvenile justice, gender, race, and crime, professionalism and ethics, criminal justice research, and management and leadership in criminal justice. Graduates demonstrate a conceptual understanding of advanced criminal justice systems and critically analyze and solve problems based on applied research methods.

Program Objectives

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

- Evaluate an agency's ability to meet the safety needs of a community including corrections, law enforcement and administration of justice
- Evaluate, research and critically analyze gaps or deficiencies in criminal justice services
- Effectively and ethically lead and manage criminal justice, community services, and human/social services professionals in both public and private sectors
- Evaluate contemporary criminal justice systems and their policies and practices
- Evaluate the psychological basis, nature and causes of crime: typologies and offenders
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Prerequisites for Major Courses

- Baccalaureate degree from an accredited institution. Students complete their capstone course in their last semester of enrollment. No elective courses are offered in this program.

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

Program Outline

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

Master of Arts in Criminal Justice Major Core Courses (36.0 credit hours)

MACJ501	Seminar in Criminal Justice (taken in first semester)	3.0 credit hours
MACJ511	Seminar in Law Enforcement	3.0 credit hours
MACJ512	Seminar in Court Systems	3.0 credit hours
MACJ513	Seminar in Correctional Systems	3.0 credit hours
MACJ514	Theory in Criminology and Criminal Justice	3.0 credit hours
MACJ530	Management and Administration of CJ	3.0 credit hours
MACJ540	Professionalism and Ethics in CJ	3.0 credit hours
MACJ550	Juvenile Justice	3.0 credit hours
MACJ560	Gender, Race and Crime	3.0 credit hours
MACJ590	Research Methods in CJ	3.0 credit hours
MACJ595	Capstone: Criminal Justice Thesis Part I (prerequisite MACJ590)	3.0 credit hours

MACJ600	Capstone: Criminal Justice Thesis Part II (prerequisite MACJ595, taken in last term)	3.0 credit hours

CRIMINAL JUSTICE- HOMELAND SECURITY

Master of Arts Degree

Program Description

Keiser University's Master of Arts degree in Criminal Justice-Homeland Security provides an intensive study of topics related to protecting the U.S. from threats to Homeland Security. The program fosters independent learning and enables students to contribute intellectually to the areas of homeland security, border patrol and cyber security.

Students learn to work in areas such as border patrol, airports, seaports and waterways; research and development of the latest security technologies; responders to natural disasters or terrorist assaults; analysis of intelligence reports, and other timely areas related to homeland security. Graduates demonstrate a conceptual understanding of homeland security and topics related to protecting the U.S. from threats to homeland security and critically analyze and solve problems based on applied research methods.

Program Objectives

Keiser University's MACJHS program enables students to contribute to the criminal justice profession and fosters independent learning. Upon completion of this program students are able to:

- Collaborate with community stakeholders to create prevention, deterrence, preemption, defense, and response strategies and systems appropriate to local, regional, national, and international critical incidents and emergencies.
- Make use of technological and scientific research that focuses on the evolution of existing science and technology and/or the development of new science/and technology that contribute to homeland security.
- Evaluate domestic security challenges that face the United States and other industrialized nations.
- Evaluate and propose necessary changes at federal, state, and/or local levels, to reflect the evolving strategic policy issues associated with a statutory and current U.S. governmental direction for homeland security.
- Recognize terrorist groups' activities in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation-state.
- Define and describe by example the statutory, policy, strategy and legal differences between homeland security and homeland defense.
- Evaluate existing policies, procedures and protocols by DHS and inter-agency community to allow seamless agency integration through prevention, protection, and incident response and recovery scenarios. Validate literal and procedural alignment/compliance with other agencies.
- Explore interdisciplinary perspectives on, and approaches to, homeland security.

Prerequisites for Major Courses

- Baccalaureate degree from an accredited institution. Students complete their capstone course in their last semester of enrollment. No elective courses are offered in this program.

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

Program Outline

To receive a Master of Arts in Criminal Justice-Homeland Security degree, students must earn 36 graduate semester credit hours. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

Master of Arts in Criminal Justice-Homeland Security Core Courses (36.0 credit hours)

MACJ501	Seminar in Criminal Justice (taken in first semester)	3.0 credit hours
MACJ514	Theory in Criminology and Criminal Justice	3.0 credit hours
MACJ530	Management and Administration of CJ	3.0 credit hours
MACJ540	Professionalism and Ethics in CJ	3.0 credit hours
MACJ571	Seminar in Homeland Security	3.0 credit hours
MACJ572	Dynamics of Terrorism	3.0 credit hours
MACJ573	Domestic and International Terrorism	3.0 credit hours
MACJ574	Cyber Security	3.0 credit hours
MACJ575	Human Trafficking	3.0 credit hours
MACJ590	Research Methods in CJ	3.0 credit hours
MACJ595	Capstone: Criminal Justice Thesis Part I (prerequisite MACJ590)	3.0 credit hours
MACJ600	Capstone: Criminal Justice Thesis Part II (prerequisite MACJ595, taken in last term)	3.0 credit hours

Course Descriptions

ACG501 (3.0 credit hours)

Survey of Accounting

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

ACG5075 (3.0 credit hours)

Accounting for Decision Making

Students learn to analyze and present financial and managerial accounting data. Topics include measurement of costs, planning, forecasting, budgeting, cost/revenue/profit analysis, Sarbanes-Oxley Act and corporate trust. Co-requisites: MAN571Prerequisite: ACG501

ACG5135 (3.0 credit hours)

Advanced Accounting Theory

Students study the theoretical structure of accounting, with special attention to assets, liabilities and income recognition and measurement. In addition, students will discuss pronouncements of professional accounting organizations in the current standard setting environment. Program Co-requisite. Pre-requisite: ACG 4201 Advanced Accounting or equivalent (minimum "C" grade).

ACG5255 (3.0 credit hours)

Advanced International Accounting Concepts

Students study the conceptual framework for the preparation and presentation of financial statements under International Financial Reporting Standards (IFRS). This course will compare and contrast US Generally Accepted Accounting Principles (GAAP) and IFRS for select accounting transactions. Students will be introduced to the measurement and accounting for the operating results and financial position of multinational corporations involving transactions with foreign currencies. The course also covers foreign exchange risk management techniques in hedging activities. Pre-requisite: ACG 4253 International Financial Reporting or ACG 4201 Advanced Accounting or equivalents (minimum "C" grade). Co-requisite: ACG 5135

ACG5835 (3.0 credit hours)

Ethical Issues in Accounting

Students are introduced to the guidelines for ethical professional practice as it relates to the accounting profession and the application of these guidelines as they relate to real-world case situations. Emphasis is placed on various accounting professional codes of ethics and related legal responsibilities that guide accounting professionals in the performance of their duties. Pre-requisite: ACG 4671 Auditing 2 or equivalent (minimum "C" grade) . Co-requisite: ACG5135

ACG6138(3.0 credit hours)

Advanced Financial Reporting and Accounting Concepts

Students study advanced topics in financial reporting and accounting that focus on corporate reporting, current financial reporting and disclosure requirements. Pre-requisite: ACG 4201 Advanced Accounting or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6367 (3.0 credit hours)

Advanced Cost/Managerial Accounting

Students study the mechanics of managerial accounting. Students learn to improve managerial decisions by constructing decision models and measuring information. Students also use ratio analyses to compare current results to prior results and for comparison with competitors. Pre-requisite: ACG 4342 Advanced Managerial/Cost Accounting or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6505 (3.0 credit hours)

Advanced Governmental and Fund Accounting

A study of accounting local, state, and federal government units and non-profit entities such as educational institutions and health care organizations. The course covers the classification and use of fund accounting to insure the efficient use and tracking of public funds in such entities, including budgeting, purchasing, and financial activities, and the presentation of financial reports by these types of organizations. Pre-requisite: ACG 4501 Governmental/Institutional Accounting or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6625 (3.0 credit hours)

Advanced Accounting Information Systems

This course provides students with the knowledge of how accounting information systems function in business organizations. Transaction flowcharting and internal controls of the revenue, expenditure, and conversion cycles are covered in detail. Attention is also focused on computerized (EDP) controls, issues related to the auditing of information systems in business organizations and the special techniques of auditing required in EDP accounting systems. Pre-requisite: ACG 4401 Accounting Information Systems or equivalent (minimum "C" grade)**.** Co-requisite: ACG 5135

ACG6635 (3.0 credit hours)

Advanced Auditing Theory and Applications

Students study the theory of auditing and development of audit programs; procedures for obtaining audit evidence and auditor responsibilities under both the Securities and Exchange Commission (SEC) and the American Institute of Certified Public Accountants (AICPA). Pre-requisite: ACG 4671 Auditing 2 or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6685 (3.0 credit hours)

Fraud Examination Concepts

Students study theory and techniques relating to fraud auditing and fraud examination. This course focuses on specific areas related to the recording, reporting, and prosecution of fraudulent activities, internal auditor responsibilities in the audit for fraud, and fraud detection and prevention techniques. Pre-requisite: ACG 4671 Auditing 2 or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6686 (3.0 credit hours)

Contemporary Issues in Fraud Examination

Students study the use of technology for the detection and prevention of financial fraud and the examination of emerging practices, regulatory trends and current issues facing anti-fraud professionals. Pre-requisite: ACG 4671 Auditing 2 or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6687 (3.0 credit hours)

Fraud Examination Conduct and Procedures

Students study theory with an emphasis on the conduct of fraud examinations, including a discussion of specific procedures used in forensic accounting examinations and the reasoning behind the use of these procedures. Coverage extends to prevention, investigation, and deterrence of specific types of fraud committed against organizations and individuals. Pre-requisite: ACG 4671 Auditing 2 or equivalent (minimum "C" grade). Co-requisite: ACG 5135

ACG6688 (3.0 credit hours)

Fraud Examination and the Legal Environment

Students study theory with an emphasis on federal legislation related to fraud examinations including coverage of laws that preserve the rights of individuals suspected of committing fraud and laws that govern civil and criminal prosecutions, the admittance of evidence, and the testimony of expert witnesses. Pre-requisite: ACG 4671 Auditing 2 or equivalent (minimum "C" grade).Co-requisite: ACG 5135

ACG6808(3.0 credit hours)

Contemporary Issues in Accounting

Students integrate their accounting knowledge through critical analysis, practical research assignments and cases including controversial and emerging practices. Pre-requisite: ACG 4201 Advanced Accounting or equivalent (minimum "C" grade).
Co-requisite: ACG 5135

ACG6816 (3.0 credit hours)

Professional Accounting Research

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

BUL5832 (3.0 credit hours)

Advanced Contract and UCC Law

Students will research the ethical behavior and concepts of law as applied to the accounting profession, including contracts, the uniform commercial code (UCC), agency, debtor-creditor relationships, business structure, and governmental regulations of business. Pre-requisite: BUL 3130 Legal/Ethical Environment of Business or equivalent. Co-requisite: ACG 5135

DBA700 (3.0 credit hours)

Foundations in Business Research Writing

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

DBA710 (3.0 credit hours)

Management and Leadership Approaches

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

DBA720 (3.0 credit hours)

Global Business

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

DBA730 (3.0 credit hours)

The Global Economy

The course examines how to better understand the economic environment by studying periods of prosperity and crises in domestic and global settings. The primary focus will be on the events leading up to economic crises and recoveries and the analysis and synthesis of data used to forecast those movements. Topics will include financial system crises, natural disasters, wars, inflation (or deflation), risk and volatility measures, and econometric models. Doctoral students will utilize event studies, classroom discussions, and brief assignments that will allow them to better understand both short-term and long-term consequences of domestic and global economic events. There will be a heavy emphasis on the adaptation of organizational strategies to reflect current economic realities and possible outcomes. (Co-requisite: DBA700)

DBA740 (3.0 credit hours)

Financial Theory and Policy

Doctoral students will learn the seminal theories which form the foundation of finance. These theories include, but are not limited to, the capital asset pricing model, arbitrage pricing theory, option pricing theory, and the Modigliani-Miller theorems. Additional topics such as the term

structure of interest rates, capital budgeting, the Efficient Market Hypothesis, capital structure, dividend policy and international business will also be studied. (Co-requisite: DBA700)

DBA750 (3.0 credit hours)

Marketing Management

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

DBA760 (3.0 credit hours) (3.0 credit hours)

Strategic Decision Making for Managers

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

DBR800 (3.0 credit hours)

Methods and Analysis of Quantitative Research

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

DBR810 (3.0 credit hours)

Survey Research Methods

The survey research methods course is designed to provide doctoral students with the theoretical underpinnings and analytical skills to conduct survey research. Topics include: The steps of planning and conducting a survey, linking survey goals or research questions to survey design, implementing research strategies, and sampling and analyzing descriptive survey data. Students will create a pilot survey in preparation for their dissertation research. (Pre-requisite: DBA700)

DBR811 (3.0 credit hours)

Mixed Methods

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

backgrounds of each approach and how to deal with these paradigm differences to answer real-world research questions. (Pre-requisite: DBA700, DBR800, DBR810)

DISS901 (3.0 credit hours)

Dissertation

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

DISS905 (3.0credit hours)

Continuing Dissertation Services II

Continuation of DISS901. If DISS901 is not completed within the term, students will automatically be enrolled in DISS905 in order to receive dissertation services from their committee chair or committee members.

ECO581 (3.0 credit hours)

Managerial Economics

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

ECO651 (3.0 credit hours)

International Trade

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

EDL750 (3.0 credit hours)

Leadership: Theory and Management

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

EDL751 (3.0 credit hours)

Leadership: Assessment and Program Evaluation

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

educational evaluations and to present and communicate assessment and evaluation results to diverse stakeholder groups.

EDL752 (3.0 credit hours)

Leadership: Reform and Innovation

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

EDL753 (3.0 credit hours)

Leadership: Human Resources and Professional Development

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

EDR551 (3.0 credit hours)

Decision-Oriented Educational Research

The purpose and role of educational research in informing educational policy and decision-making are studied. The research process, sampling strategies, and ethics are considered. Designs studied are: non-experimental, pre-experimental, true-experimental, -quasi-experimental, single subject, and qualitative.

EDR610 (3.0 credit hours)

Action Research Project

This course is the culminating experience for the Master of Science in Education. It allows students to engage in a research project within their professional area. Under the supervision of a faculty mentor, students select an area of interest, identify a problem, and design a graduate-level research project geared toward developing an in-depth understanding of the topic. Projects should be geared toward an educational setting. Prior topic approval is required for a student to enroll in this class. This course is taken in the last term of enrollment.

EDR900 (1.5 credit hours)

Dissertation

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

EDR900C (1.5 credit hours)

Continuing Dissertation Services

Continuation of EDR900. Candidates who do not complete all dissertation requirements within 12 semester credit hours of dissertation courses will automatically be enrolled in EDR900C in order to receive dissertation services from their committee chair or committee members.

EDU580 (3 .0 credits)

Issues and Trends in Health Care Education Programs

This course focuses on preparing instructors and managers to apply innovative solutions and problem-based learning applications to challenges specific to health care practitioners and community health educators. Issues embedded in the rapidly changing fields of health sciences and health care are examined, researched, and assessed.

EDU581 (3.0 credits)

Managing Health Care Programs in Institutions and the Community

The emphasis in this course is on strategic planning, effective implementation, and assessment methods for sustainable, effective educational programs, both in institutions and in community settings. The course examines samples of best practices and exemplary education programs as models as well as marketing strategies to recruit and retain students and learners.

EDU510 (3.0 credit hours)

Affirming Diversity

This course is an in-depth study of the diverse population of learners encountered in education today. Race, culture, gender, socio-economic status, and sexual orientation are examined with the goal of developing a learning environment where students of diverse background are affirmed and motivated. Students develop strategies to create an environment which accepts and fosters diversity. Knowledge of culture is demonstrated by practices such as conflict resolution, mediation, and creating a climate of openness, inquiry, and support.

EDU511 (3.0 credit hours)

Integrative Instructional Technology

This course provides an in depth study of the effective use of technology in teaching and educational management. The course emphasizes: Criteria for evaluating software; using technology for effective teaching; applying technology to strengthen management systems, and evaluating and establishing an atmosphere of active learning with existing and emerging technologies. It also provides students hands-on experience with a broad range of software and practical experience in applying technology to teaching and management.

EDU512 (3.0 credit hours)

Educational Governance and Ethical Decision Making

This course is the advanced study of the organization and governance of American education. Topics include the study of political systems and their impact on schools; public and private school law; and the legal rights and responsibilities of students and teachers with an emphasis on the professional code of ethics and the responsibilities of teachers and administrators.

EDU513 (3.0 credit hours)

Advanced Curriculum Design and Instruction

This course focuses on an advanced study of current trends in curriculum design, legislation affecting curriculum, government mandated programs, innovative programs, and organizational patterns. Students look at the needs of learners in the next generation and the means by which these needs can be met through curriculum design.

EDU514 (3.0 credit hours)

Advanced Educational Assessment and Evaluation

This course analyzes measurement theory and practice, applied descriptive and inferential statistics, testing and improvement, standardized testing applications, and course and program evaluation.

EDU520 (3.0 credit hours)

Psychological Basis of Education

This course is an in depth study of educational psychology, to include cognitive and social/emotional development of the child, young adult, and adult. It applies the findings from the theories of development and learning to classroom teaching. Whereas the course is based on theory, it is strongly practical in nature. It draws from current understanding and research and makes application to the work of the classroom teacher.

EDU521 (3.0 credit hours)

Learning Theories Applied to Classroom Instruction

This course is an advanced study of contemporary learning theories and their application to education practice. Students examine cognitive theories and behavioral views, then apply them to improve teaching and learning. Issues of readiness, motivation, problem–solving, and memory are examined and applied. Students evaluate classroom instruction from an applied theoretical perspective.

EDU522 (3.0 credit hours)

Continuous Improvement and Planning

This course focuses on classroom planning for effective instruction and continuous improvement. The focus is on designing learning experiences that meet students' needs and interests, interpreting information and modifying plans, using varied and motivating strategies, assessing outcomes, and continuously refining learning experiences.

EDU523 (3.0 credit hours)

Teacher in American Society

The various roles of the teacher in American society are explored. This course provides a foundation to enrich the educator's role as a classroom leader through reflective inquiry. Self-awareness through reflection to initiate changes in practice to enhance student learning and provide for sustained school improvement is developed. The necessity to establish open lines of communication with the student and his/her support system is evaluated with the objective to promote continuous improvement in the educational experience.

EDU524 (3.0 credit hours)

Problem Solving and Critical Thinking

This course is designed to develop skills and strategies for teaching problem solving and critical thinking. It focuses on higher order thinking skills, developing projects and problem solving activities to enable creative thinking, and assessment strategies for problem solving and critical thinking. Active learning strategies are applied to develop critical thinking and problem solving in the classroom environment.

EDU540 (3.0 credit hours)

Current Trends and Issues in Education

This course involves an advanced study of the movements, issues, projections, and potential directions in the area of education from early elementary through higher education. Students will analyze a wide range of contemporary issues in education.

EDU550 (3.0 credit hours)

Educational System Organization and Leadership

This course is the advanced study of the skills required to be a successful school leader. Areas of interest include organizational models, policy issues, organizational development, planning, leadership styles, management, assessment, and motivation. Course topics are evaluated from a systems and continuous quality improvement theory perspectives.

EDU552 (3.0 credit hours)

Personnel Selection and Development

This course is an advanced study of the knowledge and skills essential for exercising effective leadership in school personnel recruitment, selection, orientation, assessment, and professional development. Educational human resource management models, theories, and practices are considered.

EDU553 (3.0 credit hours)

Education Budgeting and Finance

This course examines current financial organization and financing of schools in the United States. Students study school business management including applicable Florida state public education finance law. Fund accounting and performance-based budgeting are studied.

EDU554 (3.0 credit hours)

School Public Relations and Communication

This course is an advanced study of the theory, research, and practices required for effective application of verbal and written communication, mediation, and conflict resolution skills needed by educational leaders. School and community relations are examined with emphasis on policy guidelines and ethics.

EDU560 (3.0 credits)

Enrollment Management Theory and Practice

Enrollment management is an advanced study of enrollment processes and how they fit into the college and university system. This course provides a strong understanding of the enrollment process, federal and legislative issues, new student orientation, and customer relationship management. Issues in team building, personnel motivation, and training an admissions staff are explored.

EDU562 (3.0 credits)

Higher Education Marketing and Recruitment

This course analyzes and assesses marketing strategies in higher education including the principles and practices of marketing and recruitment. Topics include: developing effective advertising, placing media, assessing results, successful online marketing strategies, web site design, and educational delivery formats. Students will develop and evaluate a marketing plan for a college or university.

EDU563 (3.0 credits)

Managing Campus Operations

This course is a detailed overview of key areas affecting campus operations. Operations management is assessed with emphasis on developing a campus master plan for strategic planning, campus safety, facilities, student funding, internal audits, regulatory issues, institutional self-studies, and accreditation requirements.

EDU565 (3.0 credits)

Student Retention and Management

This course is an in-depth study of practices that increase student persistence and retention. College management practices including timely intervention, building affiliations, student success strategies, motivating students, retention best practices, and methods for instructors to increase student persistence are analyzed. Student services requirements and best practices are assessed.

EDU570 (3.0 credits)

Building Online Collaboration in Learning Environments

This class builds on the technology concepts and applications of technology in learning environments in EDU 511, Integrative Instructional Technology. Course topics include multimedia aligned with instructional delivery and learning outcomes, assistive technology for diverse learners, communication in virtual environments, and the role of the teacher as instructor and facilitator in a variety on online learning models.

EDU571 (3.0 credits)

Current Issues and Technologies for Online Education and Training

This course examines some of the legal and technical issues related to current and future educational access and delivery of formal courses, informal education, and corporate and community training. Students will evaluate new trends in online education and apply research and critical/creative thinking in anticipating future educational needs and applications.

EDU572 (3.0 credits)

Design and Delivery of Web Conferences and Webinars

Students examine different strategies, software programs, and models to create effective educational seminars, conferences, and professional development. The course prepares students to incorporate learning theory to design, deliver and evaluate web-based projects for classmates and other potential learners and stakeholders.

EDU580 (3 .0 credits)

Issues and Trends in Health Care Education Programs

This course focuses on preparing instructors and managers to apply innovative solutions and problem-based learning applications to challenges specific to health care practitioners and community health educators. Issues embedded in the rapidly changing fields of health sciences and health care are examined, researched, and assessed.

EDU710 (3.0 credit hours)

Ethical and Legal Issues in Education/Leadership

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

EDU712 (3.0 credit hours)

Policy, Politics, and Community Relations

This course is an in depth an analysis of educational politics and policy and the role of community relations in school and policy trends affecting schools today. Educational stakeholders, their roles and impact on schools, and management of community relations are evaluated and assessed with a special emphasis on ethical decision-making. (Program Prerequisite)

EDU730 (3.0 credit hours)

Funding of Educational Institutions

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

EDU740 (3.0 credit hours)

Curriculum Design

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

EDU741 (3.0 credit hours)

Differentiated Instruction

This course provides the skills and knowledge necessary to prepare for organizing classrooms for differentiated instruction. It covers research-based principles of effective planning and design as well as pre-assessment, instructional strategies, management skills, and grading.
The compilation of knowledge applied in this course give the educational leader the framework necessary to assess and evaluate differentiated instruction in schools.

EDU742 (3.0 credit hours)

Classroom Management

This course is an in-depth analysis of the dynamic, cultural and social interactions within the classroom setting. Students will evaluate the various theories of group dynamics, communication, motivation, and the behavioral and cognitive approaches to learning through classroom interactions. Students will research and develop classroom assessment techniques to measure classroom performances. Using a theoretical foundation, students will engage in research that analyzes the various skills, assessments, methods, and training required to build both a positive classroom learning environment and a sustainable learning community. This research will address the most recent trends in classroom-based issues regarding teaching and administrative preparation for future classroom challenges.

EDU760 (3.0 credit hours)

The Profession and Practice of Adult Education

This course is an examination of the basic situations in which adult education occurs and fundamental steps by which learning is made more effective in those situations. Upon successful completion of this course participants will be able to compare different program planning models analyzing strengths and weaknesses, utilize program planning cases and apply planning models and evaluate the problems and concepts inherent in planning adult educational activities. Additionally, participants will examine the role of educational leadership in the development of formal adult education programs.

EDU762 (3.0 credit hours)

The Foundations, Theory, and Practice of Adult Education

Adult Education is practiced worldwide addressing the career, professional and personal enrichment needs of a very broad segment of learners. This is course is an overview of the foundations, theory, and practices of this diverse and evolving area of education. Four major topic areas are emphasized: 1) adult education definitions, purposes, and context; 2) adult learner from a developmental perspective; 3) the learning processes and transactions for adult learners; and 4) the literature, ethical issues, current trends, and practices of adult education.

EPY816 (3.0 credit hours)

Advanced Seminar in Teaching Psychology

Through this course students will acquire the theory and skills needed to teach college-level courses. During this course students will explore teaching theory, research, syllabus construction, text selection, lecture planning, how to conduct an effective discussion, assessment development, use of technology in the classroom, and development of effective classroom management skills. Additionally students will have the opportunity to enter the classroom to put these skills into practice. (Prerequisite: EDU740, PSY750, PSY780)

FIN521 (3.0 credit hours)

Financial Management

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

FIN653 (3.0 credit hours)

International Financial Management

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

HSM 691 (3.0 credit hours)

Quality Management in Healthcare

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

HSM692 (3.0 credit hours)

Strategic Management of Health Services Organizations

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

HSM693 (3.0 credit hours)

Corporate Compliance in Healthcare

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

IDT720 (3.0 credit hours)

Designing Training and Performance Solutions

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

IDT721 (3.0 credit hours)

Leading Innovation Technology

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

IDT722 (3.0 credit hours)

Management of Distance Education

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

IDT723 (3.0 credit hours)

Instructional Design Theory

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

IDT724 (3.0 credit hours)

Analysis and Design of Technology-Based Learning Models

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

IDT725 (3.0 credit hours)

Instructional Multimedia

Students will create a multimedia lesson for integration into K-12, higher education, or organizational training. A variety of media may be use in this development including Audio and video production, social networking, online course delivery systems and/or other web-based forms of multimedia.

IDT726 (3.0 credit hours)

Current Issues in Instructional Technology

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

INB821 (3.0 credit hours)

Cross Cultural Management and Negotiations

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

INB822 (3.0 credit hours)

Global Financial Management

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

INB823 (3.0 credit hours)

Global Strategic Management

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

INB824 (3.0 credit hours)

Global Management Information Systems

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

INB825 (3.0 credit hours)

Global Supply Chain Management

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

INB826 (3.0 credit hours)

Advanced Topics in Global Management

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

ISM 661 (3.0 credit hours)

Virtual Systems in a Global Economy

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

ISM 662 (3.0 credit hours)

Information Security Management

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

ISM 663 (3.0 credit hours)

Business Intelligence Systems

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

ISS500 (3.0 credit hours)

Operating Systems and Application Support

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

ISS510 (3 Credits)

Enterprise Information Systems and Networks

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

ISS510 (3.0 credit hours)

Enterprise Information Systems and Networks

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

ISS520 (3 Credits)

Database Systems and Security

This course is designed to provide students with an understanding of database management system fundamentals, data models, design, implementation and processing. Topics include the relational model and languages, database analysis and design, distributed systems, storage structures, data definition languages, and data manipulation languages for the relational approach to database management. Prerequisites: ISS510, MTL530

ISS550 (3.0 credit hours)

Software Engineering

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

ISS640 (3.0 credit hours)

Cryptography

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

ISS655 (3 Credits)

Global E-Commerce and Privacy Assurance

This course is designed to summarize the concepts of corporate E-Commerce systems on the Internet and mechanisms used to ensure privacy. Students will evaluate the ethical challenges faced by individuals and organizations in the application of information assurance and the dynamic state of the law as it applies to behavior in cyberspace. Topics include: History of E-Commerce, E-Commerce business models, Internet Technologies, Online payment systems and E-Commerce security. Prerequisite: ISS510

ISS670 (3.0 credit hours)

Advanced Network Security

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

ISS675 (3.0 credit hours)

Survey of Computer Languages

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

ISS680 (3.0 credit hours)

Intrusion Detection and Prevention Systems

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

ISS685 (3.0 credit hours)

E-Discovery, Network and Computer Forensics

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

ISS690 (3.0 credit hours)

Capstone project in Information Security

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

ISS695 (3.0 credit hours)

Risk Analysis and Vulnerability Assessment

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

LDR811 (3.0 credit hours)

In-Depth Exploration of Organizational Behavior

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

LDR812 (3.0 credit hours)

Analysis of Management History, Theory, and Leadership Thought I

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

LDR813 (3.0 credit hours)

Leading in the 21st Century

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

LDR814 (3.0 credit hours)

Transformational Leadership

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

LDR815 (3.0 credit hours)

Emerging Leadership Practices

Doctoral students will explore the leadership practices that have emerged as a result of uncertain economic times, recessions, legal landscape and the global arena. Students will analyze and assess the importance of positioning organizations for success while coping with the economic, social, political, technological, legal, and cultural elements domestically and globally. (Pre-requisite: All core and research courses)

LDR816 (3.0 credit hours)

Analysis of Management History, Theory, and Leadership Thought II

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

MACJ501 (3.0 credit hours)

Seminar in Criminal Justice

This graduate course provides a brief historical survey of the components of the Criminal Justice System. Areas covered include how law enforcement, the prosecutor's office, the courts, and corrections function individually and collectively in the pursuit of justice. A thorough examination of how defendants proceed through the Criminal Justice System is undertaken. Students will analyze and discuss current topics such as homeland security, terrorism and the role of the Criminal Justice System in homeland security operations. This course is taken in the first semester.

MACJ511 (3.0 credit hours)

Seminar in Law Enforcement

A social psychological examination of current issues and problems in municipal law enforcement, including such topics as the recruiting and training law enforcement officers, informal exercise of police authority, police role conflict, the relative significance of law enforcement and social service, and interactional dynamics of police subculture. Co-requisite: MACJ501

MACJ512 (3.0 credit hours)

Seminar in Court Systems

The advanced study of the development, structure and processes of the American Criminal Court System. The course will identify and assess the decision points of the criminal justice process (pre-trial, charge, plea negotiations, and sentencing) and the impact they have on the work of the court's key figures in a contemporary court system. Students will analyze the role of the Supreme Court in balancing state vs. individual interests including: personal liberty and community safety. Co-requisite: MACJ501

MACJ513 (3.0 credit hours)

Seminar in Correctional Systems

The advanced study of the theory, practices, and polices of the American Correctional System. The course investigates the historical development of imprisonment including the central themes of Retribution, Restoration, Rehabilitation, Deterrence and Incapacitation. The course will define the role of the working relationship of corrections in the greater spectrum of the criminal justice system while analyzing and evaluating the significant problems facing the system today. Students will break down the ethical, legal and practical dimensions of proposals for reform through a blend of theory, practice and first hand observation. Co-requisite: MACJ501

MACJ514 (3.0 credit hours)

Theory in Criminology and Criminal Justice

Advanced study of theory in criminology, examining the principal functions of criminological theories and how they are rooted in the historical and social contexts in which they originate. Topics include: analysis of how criminological theories work, the extent to which criminal theories are grounded in human experience and interests, and the principal contributions of sociological insights to the explanation of crime and criminals. Students will analyze, discuss, and thoroughly research criminological theories related to violent crime and property crime as well as terrorism and related crimes. Co-requisite: MACJ501

MACJ530 (3.0 credit hours)

Management and Administration of Criminal Justice

This course is an application of management and administration theories to the criminal justice system including homeland security. Includes a practical analysis of the fundamentals of all organizations, including Criminal Justice organizations focusing on the four major orientations of administration: managerial, political, psychological, and sociological. Co-requisite: MACJ501

MACJ540 (3.0 credit hours)

Professionalism, Leadership and Ethics in Criminal Justice

An analysis of effective theories of organizational leadership, with a focus on appropriate applications within criminal justice and homeland security. Of critical importance will be the identification and discussion of critical leadership skills necessary to advance a criminal justice and homeland security agencies. Examines professional and ethical issues faced by decision makers in criminal justice. Co-requisite: MACJ501

MACJ550 (3.0 credit hours)

The Juvenile Justice System

This course focuses on the development and philosophy of the Juvenile Justice System; the measurement of delinquency, theories and correlates of delinquency, and prevention. Topics covered include; the processing of offenders through the juvenile justice system and the special forms of justice applied to non-adults by arrest, detention, adjudication and juvenile corrections. Delinquency theories are explored with emphasis on prevention, treatment, and control. Co-requisite: MACJ501

MACJ560 (3.0 credit hours)

Gender, Race and Crime

This course will take a comprehensive view of the issues that bring women and people of color (racial minorities) in contact with the criminal justice system and correctional institutions. Theoretical perspectives on the overrepresentation of these groups as victims, offenders, and defendants will be examined. The course will also analyze how the demographic intersections of gender, race, and class play a major role in sentencing outcomes. Co-requisite: MACJ501

MACJ571 (3.0 credit hours)

Seminar in Homeland Security

This course provides a brief overview of the key elements of the United States' homeland security program. The course examines the scope and breadth of homeland and national security issues. Students will analyze and discuss the field of homeland security and its intelligence sub-fields which includes emergency management and natural disaster response aspects of the field**.** Co-requisite: MACJ501

MACJ572 (3.0 credit hours)

Dynamics of Terrorism

This course examines terrorism as a contextual phenomenon produced by the manner in which individuals, organizations, and the state are situated within larger surroundings. Case studies and use of primary documents are used to explore the multiple forms of and motives for terrorism. Students examine origins of terrorism in the splintering of social movements, followed by the strategic and operational choices faced by the splinter and its members. Works by key theorists are supplemented by in-depth examination of particular episodes of terror to emphasize that even agency (individual choice) is bounded by a host of social and personal factors and constraints. Co-requisite: MACJ501

MACJ573 (3.0 credit hours)

Domestic and International Terrorism

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, international and domestic security threats, and the goals, motivational factors, targets, and tactics of terrorist organizations. The student will learn techniques for evaluating an organization's vulnerability to attacks that involve chemical, biological, explosive, radioactive weapons or sabotage. Students will learn the current models, roles, and responsibilities of local, state, and federal agencies in counter-terrorism investigations. Co-requisite: MACJ501

MACJ574 (3.0 credit hours)

Cyber Security

This course will examine the interdisciplinary field of cyber security by examining the evolution of information security into the area of cyber security. Topics include: cyber security theory, and the relationship of cyber security to nations, businesses, society, and people. The course will cover multiple cyber security technologies, processes, and procedures. Students will analyze the threats, vulnerabilities and risks present in these environments, and identify appropriate strategies to mitigate potential cyber security problems. Co-requisite: MACJ501

MACJ575 (3.0 credit hours)

Human Trafficking

This course examines the subject of human trafficking, or the use of force, fraud or coercion to transport persons across international borders or within countries to exploit them for labor or sex. Focus will be on human trafficking within the United States. Students will examine approaches to combat human trafficking and explore the special needs of human trafficking victims. The course will also analyze the effectiveness of governmental anti-trafficking policies. Co-requisite: MACJ501

MACJ590 (3.0 credit hours)

Research Methods in Criminal Justice

Research design for criminal justice with an emphasis on data collection methods, measurement of validity and reliability, and causal analysis. Social science research methods will be applied to criminal justice and homeland security management including quantitative and qualitative research, the terminology of research, conducting research, and answering research questions. The pre-proposal for the thesis must be approved by completion of this course.

MACJ595 (3.0 credit hours)

Capstone: Criminal Justice Thesis Part I

Quantitative-including statistics- and qualitative methods for conducting and analyzing criminal justice or homeland security research. Topics include how to write a literature review and how to read and interpret theoretical, statistical and research components of peer reviewed journal articles. This course prepares students for application of the research process in the Capstone Criminal Justice Thesis. (pre-requisite MACJ590)

MACJ600 (3.0 credit hours)

Capstone: Criminal Justice Thesis Part II

A capstone course with emphasis on the social science research process in the area of criminal justice or homeland security. This course includes a structured research project concerning a criminal justice issue or problem, a literature review and data collection, and presentation of findings. Prerequisites: MACJ590 and MACJ 595. Completion of 30 hours of Criminal Justice core courses. Must be taken in the last term of the Criminal Justice program.

MAN542 (3.0 credit hours)

Business Research Methods

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

MAN551 (3.0 credit hours)

International Business

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

MAN562 (3.0 credit hours)

Business Information Systems

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

MAN571 (3.0 credit hours)

Organizational Behavior

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

MAN573 (3.0 credit hours)

Project Management

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

MAN574 (3.0 credit hours)

Managerial Communications

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

MAN583 (3.0 credit hours)

Strategic Planning and Implementation

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

MAN671 (3.0 credit hours)

Leadership Development

Students develop leadership competencies by examining the behaviors, skills and styles of effective leaders and use them as benchmarks to assess their own strengths and needs for improvement. Topics include participative leadership, coaching and empowerment; power and influence strategies; contingency models of leadership and innovation-oriented leadership. Personal leadership action plans are used to document transition to desired behaviors. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MAN672 (3.0 credit hours)

Human Resources Management

Students learn to create competitive advantage by maximizing employee effectiveness and efficiency. Leadership involves attracting, selecting and retaining exceptional job candidates; training and developing employees to meet current and future organizational needs; managing and improving performance; and building high-performance work teams. Research requires analysis and resolution of human resource challenges facing today's organizations. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MAN673 (3.0 credit hours)

Organizational Change

Students apply organizational change theory to complex organizational issues. Leaders must be able to create a vision for change, diagnose organizational problems, implement organizational redesign and cultural change, and measure effectiveness. Case studies emphasize the need to manage resistance to change and reinforce new behaviors. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MAN674 (3.0 credit hours)

Global Human Resources Management

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

MAN675 (3.0 credit hours)

Global Law and Employee Relations

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

MAN690 (3.0 credit hours)

Program Capstone

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

MBA699 (3.0 credit hours)

Capstone: Business Strategies

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

MBA760 (3.0 credit hours)

Strategic Decision Making for Managers

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

MKT531 (3.0 credit hours)

Marketing Management

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

MKT632 (3.0 credit hours)

Marketing Research Methods

Students gain an understanding of various marketing information needs of an organization. Topics include definition of research objectives, data sources, research design, interpretation of data and evaluation of research proposals and results. The course focuses on applying marketing research concepts to solving real-world problems through applied research exercises and experiential research development projects. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MKT633 (3.0 credit hours)

Promotional Strategy

Students learn the formulation and execution of promotional strategy of a marketing plan, thus developing strategic thinking in all aspects of marketing communication. Integrated promotional strategy topics include advertising, sales promotion, personal selling, direct marketing and public relations and publicity. The course includes a variety of application exercises such as cases and real-world promotional projects. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MKT634 (3.0 credit hours)

Advanced Consumer Behavior

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

MKT652 (3.0 credit hours)

International Marketing Management

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

MKT851 (3.0 credit hours)

Emerging Issues in Marketing

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

MKT852 (3.0 credit hours)

Seminar in Global Marketing

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

MKT853 (3.0 credit hours)

Seminar in Marketing Models and Theory

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

MKT854 (3.0 credit hours)

Consumer Behavior Theory and Practice

The course examines new customer theory, the applications of creating theoretical constructs incorporating marketing dominant logic, customer lifetime value models, and analytical methods to develop and design consumer response systems. Customer loyalty and satisfaction are measures to help assess impacts of various marketing strategies using techniques and scales to create improved consumer results. Developing promotional methods for practical customer application provides marketing professionals advanced tools to design enhanced service performance and tangible sales programs. Additional topics include: defining consumer responses to the target market and investigating market segmentation to improve overall goal performance. (Prerequisite: PSY701)

MKT855 (3.0 credit hours)

Strategic Service Marketing

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

MKT 856 (3.0 credit hours)

Seminar in Research Analysis for Marketing Decisions

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

MPA500 (1.0 credit hour)

Introduction to the Physician Assistant Profession

This course is designed to introduce the physician assistant to various professional topics that affect the practicing physician assistant. The course focus is on the non-medical aspect of the profession such as: the history of the physician assistant profession, laws and regulations governing physician assistant practice and education, reimbursement issues and professional behavior. Legal and legislative issues are discussed including licensing, credentialing, national certification, professional liability and Physician Assistant program accreditation. Prerequisites: Admission to the Physician Assistant Program

MPA501 (1.0 credit hour)

Medical Terminology

This medical terminology course provides the student with the framework needed for those seeking to become physician assistants. The relationship of word parts to their anatomical counterparts will be studied. Rules for combining word parts into complete medical terms will be stressed. Accurate pronunciation and spelling of word parts and complete terms will be emphasized throughout the course. Such understanding will facilitate learning of scientific and medical principles encountered in this program. Prerequisites: Admission to the Physician Assistant Program

MPA502 (3.0 credit hours)

Fundamentals of Diagnostic Methods

The basic principles of radiology and imaging techniques such as plain radiographs, ultrasound, computed tomography and MRI images are reviewed. Normal and abnormal findings on these commonly ordered studies are emphasized. This course teaches the student how to read and interpret various forms of diagnostic imaging. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA510 (3.0 credit hours)

Physical Diagnosis I

Physical Diagnosis will explore the basic principles and skills required to perform a thorough physical examination and special diagnostic maneuvers. Normal physiologic and psychologic adult physical findings will be emphasized. Documentation and integration of the physical exam with interviewing skills will be stressed. Introduces the beginning practitioner to the skills of listening, communicating, data collecting and documenting patient encounters. Prerequisites: MPA501

MPA511 (4.0 credit hours)

Human Physiology

This is a comprehensive course covering the physiology of all major systems of the human body. Special emphasis is placed on the clinical application of this knowledge to patient management. Students will study the cell physiology through various organ systems. The focus will be on how each contributes to the normal functioning of the body as a whole. Prerequisites: MPA501

MPA512 (3.0 credit hours)

Clinical Pathophysiology

This course is designed to promote the understanding and application of fundamental disease processes in clinical settings. Students will study the essential mechanism and sequence of events leading to the development and functional changes associated with the disease process. General concepts of diseases, including etiology, pathogenesis, morphology and biochemistry will be discussed. General pathophysiology concepts including cell injury, necrosis, inflammation, wound healing, and neoplasia will be taught. The intention is to give the student a foundation for Clinical Medicine and a systematic study of disease processes involving relationships between pathophysiological changes and clinical manifestations. Prerequisites: MPA501

MPA513 (5.0 credit hours)

Human Anatomy

This course provides students with a thorough understanding of anatomy of the human body. There will be a strong emphasis on body cavities and organ systems including thorax, abdomen and pelvis. A study of the extremities and musculoskeletal systems is included. This course is a region oriented study of the structure and function of the human body with emphasis on anatomical concepts and relationships relevant to the practice of medicine. Prerequisites: MPA501

MPA514 (1.0 credit hour)

Applied Learning Experience (ALE)

The purpose of this course is to provide students an opportunity to observe and participate in a variety of community clinical sites. Clinical specialty sites are assigned to coincide with didactic courses conducted. Students will practice initial physical examination skills and techniques as well as early documentation skills. Students will be required to keep a journal of their patient care clinical experience. Clinical specialty sites include the following: physical screening clinics, long term facilities, nursing homes, orthopedics, under-served medical clinics and other appropriate sites. Prerequisites: MPA501, current enrollment in MPA510

MPA515 (3.0 credit hours)

Introduction to Healthcare Research and Biostatistics

This course prepares the physician assistant student with skills to understand research design, analyze research information and apply it to clinical practice, evaluate methods and techniques commonly used in health care, including problem selection, literature review, instrumentation, methodology, statistical analyses and the writing of research reports and articles. This includes the interpretation of published research, application of statistical analyses and application of research methodologies. Topics discussed in this course include: an overview and history of epidemiology,

study designs, rates and proportions, contingency tables, measures of association, confounding and effect modification, infectious disease epidemic surveillance and evaluation of clinical tests. Prerequisites: MPA501

MPA520 (3.0 credit hours)

Physical Diagnosis II

This is a continuation of Physical diagnosis I. This course will explore the basic principles and skills required to perform a thorough physical examination and special diagnostic maneuvers. Normal physiologic and psychologic adult physical findings will be emphasized. The examination of children, adolescents, and the elderly will also be discussed. Actual gynecological, female breast and male genitourininary examinations on live models are incorporated into this course. This course will focus on developing and refining communication and interviewing skills. Prerequisite: MPA501, MPA510

MPA521 (3.0 credit hours)

Microbiology

This course gives the student a detailed study of microorganisms and diseases they cause in man. An organ system approach is used to examine the fundamentals of pathogenicity, host response, epidemiological aspects of infectious disease, as well as clinical manifestations, diagnosis and treatment of infection. Prerequisites: MPA501

MPA522 (3.0 credit hours)

Ethical and Legal Medicine

This course allows the student to explore issues of medical practice. Students debate both sides of ethical issues of patient confidentiality, patient rights, the role of the physician assistant and other medical personnel, and differing values between patients and physician assistants. The student will learn to identify, analyze and resolve ethical dilemmas which will be encountered in professional practice. Issues will be examined using the basic principles of biomedical ethics, which include: respect for persons, truth telling, beneficence and integrity. Lectures in medical law and legal obligations of health professionals are presented. Prerequisites: MPA500

MPA523 (2.0 credit hours)

Clinical Pharmacology

The student will be introduced to the basic principles of pharmacology. Concepts to be covered will include mechanisms of action, absorption, distribution, metabolism, and excretion; pharmacokinetics, interaction with other drugs and with food; problems with special populations (prenatal, neonatal, and elderly); rational drug usage for clinical disorders (therapeutics); clinical measures and toxicology. Prerequisites: MPA501

MPA 524 (5.0 credit hours)

Fundamentals of Clinical Medicine and Surgery I

This is the first of three courses in Clinical Medicine and Surgery. This course will provide the student with a background in epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, and treatment of clinical disorders that are commonly encountered in the clinical practice setting, as well as frequently assessed on the Physician Assistant National Certification Exam (PANCE). Students will learn through in-class lectures, case studies, textbook readings, and supplemental material provided by the instructors. Topics covered include: Dermatology, Ears/Eyes/Nose/Throat, Musculoskeletal Disorders, and Infectious Disease. Prerequisites: MPA501, MPA510, MPA511, MPA513

MPA525 (1.0 credit hour)

Clinical Laboratory Medicine I

This course will focus on laboratory diagnostic test interpretation to encompass the exploration of relevant physiology and pathophysiology. Topics covered will include an introduction to cell biology, the principles of laboratory testing, immunology, genetics, serology, virology, hematology, coagulation, immunohematology, pulmonary function tests, lipid disorders, cardiac markers, metabolic chemistry panels, cerebrospinal fluid analysis, acid base disturbances, endocrine disorders, renal function tests and urinalysis. Prerequisites: MPA501, MPA510, MPA511

MPA526 (2.0 credit hours)

Psychosocial Issues in Health Care

This course will study diverse cultural, ethical and psychosocial issues. This course provides an opportunity to explore how cultural belief systems and values in multi-cultural society relate to the provision of appropriate health care and counseling. This course will explore the factors associated with communicating with and caring for individuals from different cultures, of opposite gender or of differing sexual preference. Topics include personality development from infancy through old age, the family's role in health care, sex and sexuality, abuse of substances and death and dying. Prerequisites: MPA501, MPA510, MPA511, MPA520, MPA522, MPA524

MPA530 (3.0 credit hours)

Physical Diagnosis III

This course is designed as a continuation of Physical Diagnosis I and II. It integrates the history taking and physical examination skills presented in semester one and two. Emphasis is on correlation of historical information, physical findings and pertinent laboratory results to formulate a diagnosis and a patient management plan. Students will develop these skills through analyzing and presenting clinical cases. Prerequisites: MPA501, MPA510, MPA520

MPA531 (5.0 credit hours)

Principles of Life Support and Electrocardiography

This course prepares the student with basic CPR (cardiopulmonary resuscitation), PALS (pediatric advance life support), BLS (basic life support), ACLS (adult cardiac life support) and ATLS (advance trauma life support) courses. The student will become certified in all of the areas above. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA532 (4.0 credit hours)

Clinical and Surgical Procedures

This laboratory based course is designed to teach students technical procedures frequently encountered in primary care, emergency medicine, and surgical settings such as intravenous canalization, suturing, urethral catheterization, splinting and casting and nasogastric lavage. This course teaches methods of sterile technique, basic surgical procedures and care of the surgical patient. Prerequisites: MPA501, MPA510, MPA511, MPA525, MPA535

MPA533 (4.0 credit hours)

Pharmacotherapeutics I

This course is a study of hormonal agents, autonomic drugs, anesthetics, analgesics, anti-infective agents, antibiotics, hypnotics, cardiac drugs, vitamins, renal drugs and topical agents as well as the principles of pharmacokinetics, chemotherapy and toxicology. Both oral and intravenous modes of delivery are discussed. The basis of therapeutic and adverse effects of each class of drug will be discussed by system. The modification of drug action and adverse effects will also be discussed. It will examine the application of drugs for the treatment of respiratory, cardiovascular, endocrine, gastrointestinal and infectious diseases. Prerequisites: MPA501, MPA523

MPA 534 (6.0 credit hours)

Fundamentals of Clinical Medicine and Surgery II

This course is a continuation of Fundamentals of Clinical Medicine and Surgery. This course will provide the student with a background in epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, and treatment of clinical disorders that are commonly encountered in the clinical practice setting, as well as frequently assessed on the Physician Assistant National Certification Exam (PANCE). Students will learn through in-class lectures, case studies, textbook readings, and supplemental material provided by the instructors. Topics covered include: Hematology, Cardiology, Pulmonology, and Gastrointestinal disorders & Nutrition. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524

MPA535 (2.0 credit hours)

Clinical Laboratory Medicine II

This is a continuation of Clinical Laboratory Medicine I. Examination of clinical laboratory medicine with emphasis on indications for tests, normal values, interpretation of results and correlation with clinical conditions. Prerequisites: MPA501, MPA510, MPA511, MPA525

MPA536 (2.0 credit hours)

Health Promotion and Disease Prevention

This course will provide comprehensive discussions on the principles of health promotion and disease prevention. The student will focus on issues of screening, prophylaxis, patient education, risk factor assessment, counseling, immunization requirement. The US Preventative Health Task Force goals and objectives will be discussed. Recommended guidelines and strategies for early disease screening will be addressed using a population-specific frame of reference designed to complement parallel learning experiences in Clinical Medicine, Physical Diagnosis, Genetics, Health Behavioral Counseling, Behavioral Dynamics, Women's Health and Pediatrics. Topics include control and prevention of communicable diseases relevant to the US population, toxicology, occupational health, environmental health, prevention of chronic conditions and violence as a public health problem. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA515, MPA524

MPA537 (1.0 credit hour)

Healthcare Policy

This course explores the U.S. health care system, health expenditures and health care policy issues relating to allocation of resources and alternative for managing disparities in the health care system. Critique of a health policy and its outcomes is required. Topics include major determinants of health and disparities, health care organization, U. S. health law and regulation, and international comparisons. Prerequisites: MPA500

MPA538 (1.0 credit hour)

Medical Genetics

This class analyzes basic concepts in molecular genetics and genetic testing, patterns of genetic transmission, population genetics and pedigree drawing. Application to clinical practice will be emphasized. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534,

MPA539 (2.0 credit hours)

Alternative and Complementary Medicine

In this course students discuss and analyze the impact, origins and background of alternative and complementary medicine. The student will develop the ability to identify and comprehend alternative methods and treatment of disease. Topics to be discussed: Evolution of medicine, mechanisms of acupuncture, chiropractic and osteopathic medicine, ayurvedic medicine, botanical

medicine, homeopathic medicine, naturopathic medicine, nutrition, spirituality and health medicine, mind-body medicine, and patient-centered medicine. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA540 (3.0 credit hours)

Clinical Psychiatry

This course provides an overview of common clinical problems in psychiatry and psychopathology. The course includes sessions on psychoneuroses, psychosomatic disorders, behavioral disorders, psychotherapy and substance abuse. Prerequisites: MPA500, MPA501, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA526, MPA533, MPA534

MPA543 (3.0 credit hours)

Pharmacotherapeutics II

In this course the therapeutic and adverse effects of each class of drug will continue from the previous course. The process through which the government regulates drug approval and other relevant concerns will be addressed during this course. Preparation for appropriate administration/prescription of medicines is accomplished through a study of drug classifications, pharmacodynamic actions, and rational for therapeutic use of prescription and non-prescription medications. Prerequisites: MPA501, MPA511, MPA513, MPA523, MPA533

MPA 544 (8.0 credit hours)

Fundamentals of Clinical Medicine and Surgery III

This course is a continuation of Fundamentals of Clinical Medicine and Surgery. This course will provide the student with a background in epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, and treatment of clinical disorders that are commonly encountered in the clinical practice setting, as well as frequently assessed on the Physician Assistant National Certification Exam (PANCE). Students will learn through in-class lectures, case studies, textbook readings, and supplemental material provided by the instructors. Topics covered include: Endocrinology, Obstetrics & Gynecology, Genitourinary & Renal Disease, Neurology, Pediatrics, Emergency Medicine, Surgery, and Geriatrics. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA600 (5.0 credit hours)

Prenatal/ Gynecology CR

This is a required five-week clinical rotation conducted in both the inpatient and outpatient settings. The physician assistant student while on this rotation will learn prenatal care, care of the Obstetric patient and assessment procedures for both maternal and fetal well-being. The student will also learn about gynecological disorders, as well as the diagnosis, treatment and management of disorders that afflict both the gynecological and obstetric patients. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Women's Health. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. Common gynecologic conditions, methods and effectiveness of contraception, cancer detection methods, and the diagnosis and treatment of sexually transmitted disease in the female are explored. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA610 (5.0 credit hours)

Internal Medicine CR

This is a required five-week clinical rotation conducted in both the inpatient and outpatient setting. The purpose of this rotation is to educate the physician assistant student in the diagnosis, management, and treatment of acute and chronic medical problems seen in the internal medicine practice. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Internal Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA620 (5.0 credit hours)

Surgery CR

This is a required five-week clinical rotation conducted in both the clinical and hospital setting.
This clinical rotation will provide an orientation to the diagnosis and management of health conditions best alleviated by surgical intervention. Preoperative care is emphasized along with the care of surgical wounds and minimizing post-operative complications. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Surgery. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA630 (5.0 credit hours)

Emergency Medicine CR

This is a required five-week clinical rotation which takes place in the Emergency department setting. This rotation will provide an introduction to the appropriate triage and management of trauma and acute medical problems in both children and adults. Students will learn to establish priorities while simultaneously diagnosing and treating critically ill patients. Physical examination skills and mastery of techniques and procedures essential to managing life-threatening illness and injury are emphasized. Basic and advanced ventilatory assistance, cardiopulmonary resuscitation, fluid and electrolyte management are stressed. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Emergency Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. Laboratory sessions are used to familiarize the student with aseptic technique and basic surgical procedures such as airway control, various catheter placements, surgical bleeding control and wound management. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA640 (5.0 credit hours)

Pediatrics CR

This is a required five-week clinical rotation conducted in outpatient and/or inpatient setting.
This rotation provides an examination of the child development from birth to adolescence. The well-child examination along with the recognition and management of common childhood illness as well as health maintenance, psycho-social and behavioral issues parent and patient education will be stressed. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Pediatrics. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA650 (5.0 credit hours)

Family Medicine CR

This is a required five-week clinical rotation conducted in primarily an outpatient setting.
This rotation will entail integration of the biologic, psychiatric and social aspects of medicine with the practice of outpatient care for patients of all ages. Care of underserved, chronically ill, and medically vulnerable patient populations will be the center of focus. Students will integrate family systems theory with the practice areas of outpatient medicine, pediatrics, obstetrics and gynecology. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Family Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA660 (5.0 credit hours)

Psychiatry CR

This is a required five-week clinical rotation conducted in both the inpatient and outpatient clinical setting. This supervised clinical rotation provides the student the opportunity to see a variety of patients with mental health problems. The Psychiatry rotation allows the student to experience assessing and counseling patients with a variety of behavioral and psychological conditions, as well as the opportunity to participate in treatment-plan formulation and exploration of social and community resources. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Psychiatry. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544.

MPA670 (5.0 credit hours)

Elective 1 CR

This is a required five-week clinical rotation that allows the student the opportunity to either choose a new field of study or to explore and gain intensive experience in one of the core practice areas of medicine. The Physician Assistant Program must approve clinical rotation placements. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512

MPA680 (5.0 credit hours)

Elective 2 CR

This is a required five-week clinical rotation that allows the student the opportunity to either choose a new field of study or to explore and gain intensive experience in one of the core practice areas of medicine. The Physician Assistant Program must approve clinical rotation placements. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA690 (3.0 credit hours)

Graduate Project

The Physician Assistant Graduate Project is designed to provide the Physician Assistant Student the opportunity to gather further information on a selected medical topic using skills and information gained through the didactic phase of the PA curriculum. The project and course will conclude with a properly written work using formatting and style standards set by the American Psychological Association (APA). Although the Master's project is not a thesis it is expected that the final paper will be thoroughly researched and well written. The graduate project must be approved by PA faculty. Within the course, selection of a project topic, completion of needs assessment and the literature review and critique are completed and a project proposal is developed. The project paper will be developed into a publishable quality, and presented to faculty and peers. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA515, MPA524, MPA527, MPA534, MPA544

MPA691 (2.0 credit hours)

Certification Examination Review

This comprehensive examination is a capstone of the physician assistant program. The purpose of the exam is two-fold. First, to ascertain if the student has both the broad and specific knowledge expected of someone holding a master's degree. Second, to determine whether the student has been able to integrate knowledge obtained from individual courses into unified concepts, which link the students own specialization to other fields of study. A written examination will be administered as a final evaluation of the student's progress. These tests are also designed to prepare the graduate for the NCCPA examination. This is a four day board review course presented by PA Program faculty, physician faculty, community physicians and community PA's. It is modeled on the PANCE blueprint and provides a review in preparation for the Physician Assistant National Certifying Examination. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534, MPA544.

MPA692 (1.0 credit hour)

Transition into Physician Assistant Practice

This course will prepare the student for transition into physician assistant practice. The course will discuss state licensing and national boards, interviewing and finding a job, physician assistant disciplines, the job market, malpractice options, salary negotiations, rural health clinics, student loan reduction through government loan repayment plans, and physician assistants in academia. Students will examine the future of the physician assistant profession and their role as healthcare providers. Prerequisites: Completion of all required course in the Physician Assistant program.

MPA695 (2.0 credit hours)

Summative Evaluation

The summative evaluation course will evaluate each student's cognitive and psychomotor skills. The course is designed to assess the student's ability to demonstrate effective history and physical examination skills, develop differential diagnoses, and initiate appropriate treatment plans in a variety of scenarios. The students will be tested in clinically simulated environments to ensure that they have acquired, over the course of the Physician Assistant program, the skills necessary to work in a clinical setting. Prerequisites: Taken in the last semester of enrollment.

MTL520 (3.0 credit hours)

Information Systems Management

This course is designed to teach students project management and system lifecycle management practices used in the management of business information systems. Students will learn steps, concepts, and terminology used in project management and necessary for Project Management Professional certification. Students will gain experience creating standard project management plans, documents, schedules and proposals, and have hands-on exercises using management tools such as Microsoft Project. Students will also learn important skills for project estimation, progress tracking, estimating return-on-investment, and prioritization. Students will be tested on their knowledge of PMP standards and assessed on their ability to use Microsoft Project and to create acceptable plan documents. Prerequisite: ISS510

MTL530 (3 Credits)

Computer Security

This course is designed to allow students to explore all aspects of computing and communications security, including policy, authentication, authorization, administration, and business resumption planning. It will examine key security technologies, such as encryption, firewalls, public-key infrastructures, smart cards, and related technologies that support the development of an overall information system security architecture. Course work will include plans for developing and implementing a technology security strategy focused on the business needs. Prerequisite: ISS510

MTL650 (3 Credits)

Social, Legal, Ethical Issues and the Internet

This course is design to teach the social, ethical, and legal issues involved in the handling of information and when conducting business electronically in regional, national, and global markets. Students will learn to identify and address social and ethical issues, and how international law and professional codes of conduct can be applied. Students will be taught the legal restrictions and differences between national legal standards in the handling of protected and private information, and intellectual property. Students will demonstrate their skill and understanding in written assignments, where they must apply codes and standards of practice to case studies posing real world challenges. Prerequisites: ISS510, ISS655, MTL530

MTL655 (3 Credits)

Data Warehousing

This course is designed to introduce students to data warehousing and relative concepts. Students will learn about the significant requirement efforts to prepare the data from its original source systems, transform, clean, etc. Students will learn about the front end tools available and how these tools make it possible to do extensive ad hoc reporting. Prerequisite: ISS510

MTL665 (3 Credits)

Service Oriented Architecture

This course is designed to give the students a working knowledge of the emerging field of Service Oriented Architecture. Students will learn the technologies, standards, and protocols, including Web Services communication languages, common services available, service infrastructure components, and communication and architectural styles. Prerequisite: ISS510

MTL675 (3 Credits)

Cloud, Virtualization and Mobile Services

This course discusses the concepts of cloud computing, mobile content delivery and virtual enterprise technologies. Topics include: public and private cloud migration strategies, mobile client implementation, and secure virtualization practices. Prerequisites: ISS510, ISS520, MTL530

MTL690 (3 Credits)

Capstone Project Information Technology Leadership

Serving as the capstone for the Master of Science in Information Technology Leadership, this course addresses emerging technology topics and explore how to align business related problems to the investment and implementation of the appropriate technology. Prerequisites: Completion of all required core courses.

NUR 530 (3.0 credit hours)

Quality Improvement and Patient Safety

This course explores modern initiatives aimed at improving quality and patient safety in the healthcare environment. Students will appraise governing agencies and partners committed to ensuring public safety across healthcare settings. Specific emphasis is to empower nurse professionals to create caring safe working environments. Co-requisite: NUR501

NUR 540 (3.0 credit hours)

Human Diversity, Global Health, and Social Issues

The course examines and explores human diversity, cultural differences, and ways to incorporate culturally responsive care in today's healthcare practice settings. Exploration of global health, social issues, and identified health disparities will be integrated to empower students to advocate for best transcultural nursing practices. Transformational learning is facilitated for synthesis of caring and transcultural nursing theories leading to reflective professional practice. Co-requisite: NUR501

NUR 650 (3.0 credit hours)

Advanced Pathophysiology for Practice

This course explores the etiology, pathogenesis, and clinical manifestations of specific disease processes to enhance existing nursing knowledge. Students will gain a deeper understanding of the mechanisms of physiological changes that underlie disease conditions most frequently encountered in healthcare settings. Builds on and combines prior nursing expertise to create current evidenced-based best practice. Co-requisite: NUR501

NUR 660 (3.0 credit hours)

Principals of Pharmacology for Advanced Practice

This course will provide knowledge of pharmacotherapeutics focusing on the actions of drugs in the body, both therapeutic and toxic effects. An overview of the Food and Drug Administration (FDA) role in the development and testing of new drugs including new uses for existing ones will be debated. Students will communicate an understanding of the mechanism of action of drugs most commonly administered in their healthcare settings. Particular attention to safety and prevention of medical errors for best practice is stressed. Co-requisite: NUR501

NUR 670 (3.0 credit hours)

Advanced Health Assessment for Best Practice

The course focuses on history-taking, risk appraisal, health promotion, psychosocial, developmental, functional assessment, and advanced physical examination. Students will integrate diagnostic reasoning in assessing abnormal findings to infer a diagnostic opinion. Caring theory is integrated to support individualized patient centric care. Co-requisite: NUR501

NUR 680 (3.0 credit hours)

Research for Evidenced-Based Practice and Outcome Management

This course focuses on application of research principles and planning to integrate best research evidence, including patient directed clinical decision making. Students will develop a topic of interest, critique research, and apply principals of qualitative and quantitative scholarly inquiry. Students will complete the Collaborative Institutional Training Initiative (CITI) certification and submit capstone project proposal to the Institutional Review Board (IRB). Co-requisite: NUR501

NUR501 (3.0 credit hours)

Leadership and Professional Development in Nursing

This course introduces students to caring scholarly nursing practice and professional role development. It compares and contrasts advanced generalist practice and advanced practice nursing in academia, organizations, government and other settings. Students will construct a customized career trajectory for focused program study. Explores a variety of nursing career paths to enable students to develop goals and plan for professional progression after graduation. (Program co-requisite)

NUR502 (3.0 credit hours)

Nursing Theory for Research and Nursing Practice

This course focuses on the philosophical and theoretical foundations for advanced practice nurses, provides an overview of the development and relationship of nursing theory, research and practice. Students will examine the process by which theory and research is critically appraised and translated into evidence-based practice. The course appraises research for outcomes relevant to contemporary nurse situations. Course provides a foundation to design the final capstone project. Co-requisite: NUR501

NUR510 (3.0 credit hours)

Health Promotion and Disease Prevention

The course focus is to reinforce preventative health practices which proactively prevent illness and disease. Explores contemporary health initiatives aimed at promoting healthy populations and the elimination of health disparities. Examines disease prevalence found in specific racial and ethnic groups. Supports developing work site prevention projects leading to improved health outcomes. Co-requisite: NUR501

NUR520 (3.0 credit hours)

Health Systems, Policy, and Resource Management

This course combines the study of contemporary health care policies, finance and health care systems; exploring key stakeholder's roles in health care. Students will defend, appraise, and critique current health care reform initiatives. The course will provide an opportunity to interpret divergent views for equitable healthcare access for all members of society. Co-requisite: NUR501

NUR690 (3.0 credit hours)

Translating Research into Practice: Outcomes Management

Students will synthesize all prior Masters level coursework culminating in the planning, development and completion of an evidenced-based project of choice. The course will assist students to identify opportunities for improvement in their clinical practice setting. Students will implement an outcomes-based project incorporating a review of current data, best practices in other settings, and current evidence from the literature. Course assignments include a scholarly paper and poster suitable for professional presentation. Prerequisite NUR680

PSY501 (3.0 credit hours)

Psychology of Decision Making

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

PSY502 (3.0 credit hours)

History and Systems of Psychology

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

PSY521 (3.0 credit hours)

Organizational Psychology

This course focuses on the understanding, evaluating, and applying concepts of organizational psychology. Specific types of interventions covered include strategic planning, organizational design, culture change, team building, goal setting, and career development.

PSY522 (3.0 credit hours)

Human Resources Psychology

This course focuses on the understanding, evaluating, and applying concepts of human resource psychology. Specific emphasis will be on development and evaluation of personnel selection techniques testing and psychological assessment, as well as job analysis, criterion development, and performance measurement.

PSY532 (3.0 credit hours)

Health Psychology

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

PSY542 (3.0 credit hours)

Psychopathology

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

PSY562 (6.0 credit hours)

Evolutionary Psychology

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

PSY570 (3.0 credit hours)

Tests and Measurements

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

PSY690 (3.0 credit hours)

Master's Thesis, Part I

Students will work with a faculty member in creating and conducting their own research project. A thesis is an original contribution to knowledge resulting from the systematic study of a significant problem or issue. Some students will develop their own research questions and hypotheses, study design, data collection and analysis and interpretation of results. An alternative would be to create a comprehensive review of the current state of knowledge on a specific topic. (Prerequisites: PSY502, RSM600)

PSY699 (3.0 credit hours)

Master's Thesis, Part II

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

PSY701 (3.0 credit hours)

Research, Ethics, and Scholarly Writing

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

PSY710 (3.0 credit hours)

Cognitive and Affective Basis of Behavior

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

PSY720 (3.0 credit hours)

Behavioral Neuroscience

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

PSY730 (3.0 credit hours)

Human Development

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

PSY750 (3.0 credit hours)

Theories of Learning and Motivation

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

PSY760 (3.0 credit hours)

Sociocultural Basis of Behavior

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

PSY770 (3.0 credit hours)

Cross-Cultural Methods of Tests and Measurements

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

PSY780 (3.0 credit hours)

Educational Psychology

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

PSY820 (3.0 credit hours)

Organizational Psychology

The course reviews organizations as complex social systems with analyses of individual and group behavior in organizations and responses of organizations to their environment. Discussions will also focus on organizational theory and development, small group theory and team processes, and work motivation. (Prerequisite: PSY701)

PSY821 (3.0 credit hours)

Personnel Psychology

This course examines the identification, measurement, and development of individual differences, and job systems related to individual differences within organizations to improve job performance and satisfaction. Topics include job analysis, criterion development, personnel selection, training, health and stress in organizations, and performance evaluation. (Prerequisite: PSY701)

PSY822 (3.0 credit hours)

Interventions in Social Systems

This course includes the study of various social technologies of intervention, and the evaluation of these methods. Discussion will focus on training and evaluation, work motivation, human performance, human factors, and social communication within an organization. (Prerequisite: PSY701)

PSY823 (3.0 credit hours)

Organizational Applications

This course examines major ideas, assumptions, and technologies in organizational psychology. Discussions will focus on the implementation and utilization of personnel technologies, judgment and decision making, consumer behavior, human performance, leadership and management, and selected current topics. (Prerequisite: PSY701)

PSY824 (3.0 credit hours)

Testing and Assessment in Organizations

This course provides students with an in-depth study of measurement theory and the tests used in organizational settings. It includes a comprehensive examination of psychometric properties used to develop and evaluate these instruments, including classical test theory, item response theory (IRT), and item forensics approaches to testing. Topics include normative sampling and standardization, reliability and validity, test score interpretation, and test development. The course also addresses ethical, legal, and sociocultural issues, including cultural bias and fairness. Professional standards for testing provide a foundation for the course. (Prerequisite: PSY701)

RSM600 (3.0 credit hours)

Quantitative Research

Quantitative Research I is a course in applied statistics introducing students to descriptive and inferential statistics for thesis research. Application of statistical tools and methods will be emphasized. Statistical tools covered will be measures of central tendency and variability, probability, randomization, normal distribution, t-distribution, F-distribution, confidence intervals, hypothesis testing, and correlation. Application to real-life and research based paradigms is made so students can become adept at interpreting empirical findings and develop the skills necessary to complete original research. (Prerequisite: RSM602)

RSM602 (3.0 credit hours)

Research Design

This course will focus on the theoretical, methodological, and analytic issues found in various approaches to research in psychology. Specifically this course will provide students the core skills and understanding needed to be able to analyze a research problem choose the best research methodology and design research. Ethical issues related to both conducting research and the publication of the research results. The course will involve application and synthesizing of information through analysis of research across methodologies and through the development of research plans.

RSM700 (3.0 credit hours)

Quantitative Research I

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

RSM702 (3.0 credit hours)

Research Design and Qualitative Methods

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

RSM800 (3.0 credit hours)

Quantitative Research II

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

RSM801 (3.0 credit hours)

Quantitative Research II

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

RSM802 (3.0 credit hours)

Research Theory, Design, and Methods

This course focuses on complex experimental designs currently available to the research psychologist. Advanced longitudinal design and analysis will be covered. A strong emphasis will be on how to present methods and findings to a diverse audience of readers. Additional topics will cover other novel advanced experimental designs and current problems in the use of techniques in advanced experimental research design. (Prerequisite: PSY702)

RSM810 (3.0 credit hours)

Qualitative Research

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

Educational decision-making and research methodologies for expanding the body of knowledge are developed and applied.

RSM811 (3.0 credit hours)

Mixed Methods

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

RSM815 (3.0 credit hours)

Psychometrics

This course focuses on preparing graduates to conduct and apply research to discover and validate psychological processes and principles to optimize human performance. Students will refine sophisticated statistical and analytical capabilities to develop coherent and coordinated statistics, psychological testing, educational assessment, program evaluation and other applied research techniques. Quantitative and methodological skills needed to construct valid measurements and assessments, especially measurement theory, research design, evaluation, and qualitative tools will be applied. (Prerequisite: PSY701, PSY770)

RSM816 (3.0 credit hours)

Advanced Seminar in Program Evaluation

This course examines the nature, method and process of evaluative research focusing on developing and applying a program evaluation project. Ethical guidelines, legal issues, and evidence-based practices are emphasized while working with the various research methodologies appropriate to the field of psychology. (Prerequisite: PSY770, RSM702, RSM802 and RSM815)

RSM820 (3.0 credit hours)

Advanced Research: Pre-Proposal and Literature Review

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

TAX6877(3.0 credit hours)

Special Topics in Taxation

Tax research as applied to both closed fact and controllable fact cases. Methods for locating and assessing relevant authority on specific tax questions are emphasized. The course will include a survey of the rules administering the practice before the Internal Revenue Service and the various federal income tax provisions applicable to filing, examination, and appeals. Pre-requisite: TAX 4001 Income Tax Accounting or equivalent (minimum "C" grade). Co-requisite: ACG 5135

UNIVERSITY HOURS

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

Evelyn C. Keiser **Arthur Keiser**

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BBA Accounting and Economics – Hong Kong University of Science and Technology
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B.S. Accounting – Barry University
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Bursar

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B.S. California State Polytechnic University

Administrative Assistant

Nikki Merrell

Term Calendar 2013

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

01/01/13	**New Year's Day**
1/07/13-04/28/13	Winter Semester
01/07/13-03/3/13	Term A Classes Begin
01/21/13	**Martin Luther King Jr. Day**
01/22/13	Return
02/18/13	**President's Day**
02/19/13	Return
03/04/13-04/28/13	Term C Classes Begin
03/29/13-04/01/13	**Easter Break**
04/02/13	Return
04/29/13-05/05/13	**Spring Break**

Semester II

05/06/13-08/25/12	Summer Semester
05/06/13-06/30/13	Term A Classes Begin
05/27/13	**Memorial Day**
05/28/13	Return
07/01/13-08/25/13	Term C Classes Begin
07/04/13	**Independence Day**
07/05/13	Return
08/26/13-09/1/13	**Summer Break**

Semester III

09/02/13-12/22/13	Fall Semester
09/02/13-10/27/13	Term A Classes Begin
09/02/13	**Labor Day**
09/03/13	Return
10/28/13-12/22/13	Term C Classes Begin
11/28/13-11/29/13	**Thanksgiving Break**
12/02/13	Return
12/23/13-01/05/14	**Holiday Break**

Term Calendar 2014

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

01/1/14	**New Year's Day**
01/6/14-04/27/14	Winter Semester
01/6/14-03/2/14	Term A Classes Begin
01/20/14	**Martin Luther King Jr. Day**
01/21/14	Return
02/17/14	**President's Day**
02/18/14	Return
03/3/14-04/27/14	Term C Classes Begin
04/18/14-04/21/14	**Easter Break**
04/22/14	Return
04/28/14-05/4/14	**Spring Break**

Semester II

05/5/14-08/24/14	Summer Semester
05/5/14-06/29/14	Term A Classes Begin
05/26/14	**Memorial Day**
05/27/14	Return
06/30/14-08/24/14	Term C Classes Begin
07/4/14	**Independence Day**
07/07/14	Return
08/25/14-08/31/14	**Summer Break**

Semester III

09/1/14-12/21/14	Fall Semester
09/1/14-10/26/14	Term A Classes Begin
09/1/14	**Labor Day**
09/02/14	Return
10/27/14-12/21/14	Term C Classes Begin
11/27/14-11/30/14	**Thanksgiving Break**
120/1/14	Return
12/22/14-01/04/15	**Holiday Break**

Term Calendar 2015

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

01/01/15	**New Year's Day**
01/5/15-04/26/15	Winter Semester
01/5/15-03/01/15	Term A Classes Begin
01/19/15	**Martin Luther King Jr. Day**
01/20/15	Return
02/16/15	**President's Day**
02/17/15	Return
03/2/15-04/26/15	Term C Classes Begin
04/3/15-04/06/15	**Easter Break**
04/07/15	Return
04/27/15-05/03/15	**Spring Break**

Semester II

05/4/15-08/23/15	Summer Semester
05/4/15-06/28/15	Term A
05/25/15	**Memorial Day**
05/26/15	Return
06/29/15-08/23/15	Term C Classes Begin
07/03/15-07/5/15	**Independence Day Break**
07/06/15	Return
08/24/15-08/30/15	**Summer Break**

Semester III

08/31/15-12/20/15	Fall Semester
08/31/15-10/25/15	Term A Classes Begin
09/07/15	**Labor Day**
09/08/15	Return
10/26/15-12/20/15	Term C Classes Begin
11/26/15-11/29/15	**Thanksgiving Break**
11/30/15	Return
12/21/15-1/03/16	**Holiday Break**

Term Calendar 2016

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

01/01/16	**New Year's Day**
01/04/16-04/24/16	Winter Semester
01/04/16-02/28/16	Term A Classes Begin
01/18/16	**Martin Luther King Jr. Day**
01/19/16	Return
02/15/16	**President's Day**
02/16/16	Return
02/29/16-04/24/16	Term C Classes Begin
03/25/16-03/28/16	**Easter Break**
03/29/16	Return
04/25/16-05/01/16	**Spring Break**

Semester II

05/02/16-08/21/16	Summer Semester
05/02/16-06/26/16	Term A Classes Begin
05/30/16	**Memorial Day**
05/31/16	Return
06/27/16-08/21/16	Term C Classes Begin
07/04/16	**Independence Day**
07/05/16	Return
08/22/16-**08/28**/16	**Summer Break**

Semester III

08/29/16-12/18/16	Fall Semester
08/29/16-10/23/16	Term A Classes Begin
09/05/16	**Labor Day**
09/06/16	Return
10/24/16-12/18/16	Term C Classes Begin
11/24/16-11/27/16	**Thanksgiving Break**
11/28/16	Return
12/19/16-01/02/17	**Holiday**