



ADDENDUM NO. 6

TO THE

2023-2024

KEISER UNIVERSITY UNDERGRADUATE CATALOG

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Effective December 20, 2023

KEISER UNIVERSITY UNDERGRADUATE CATALOG ADDENDUM

Keiser University continually reviews, improves and updates its programs, courses and curricula. It is incumbent on the University to reflect these revisions in its publications. The following Addendum No. 6 represents additions, changes and deletions to the 2023-2024 Keiser University Undergraduate Catalog, Volume 23, No. 1, and is effective December 20, 2023.

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Pg. 49, College Level Examination (CLEP) Policy

Under **Subject Examinations**, delete both occurrences of *CGS1000 Introduction to Computers* and replace with:

CGS1000C Introduction to Computers

Pg. 74, Required and Optional Fees

Under **Medical Laboratory Technician**, delete the existing content and add:

Medical Laboratory Technician	Trainee License \$45 Classes for State Trainee License: CPR \$20 HIPAA \$20 BBP/OSHA \$20 Medical Error Training \$20 State License \$55 Background Check \$60 or as required by the applicable agency ASCP(MLT) * \$225	AMT* \$200 AAB* \$245 *Exam choice \$657-\$902
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Add a new section for **Medical Laboratory Science** and add:

Medical Laboratory Science	State license \$100 ASCP(MLS) \$250	
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Pg. 99, Privacy of Student Records

Delete the section titled **Privacy of Student Records** and replace it with a section titled **Student Records** and add the following:

Student Records Policy

Policies and procedures concerning the security, integrity, confidentiality/privacy and data protection of student records maintained by Keiser University and its faculty and staff are governed by the university's internal policy below and the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 (FERPA) concerning student records.

Disciplinary records are maintained by the Office of the Academic Dean at each location. At Keiser University Latin American Campus (KULAC), these records are maintained by the Office of the Dean of Student Life.

Security of Student Files

Student files are maintained in both physical and electronic formats. For physical documents, student files are kept with the appropriate department in charge of those files. Student records are maintained by the campus Registrar's Office (academic records), Financial Services Department (financial aid records), and Bursar's Office (accounts receivable records). Each department keeps the physical student files in a locked cabinet in the department's office. Electronic files are maintained in a password protected secure student information system (SIS).

Integrity of Student Files

In order to ensure the integrity of student files, only authorized University personnel have access to student records for official purposes. In addition, all full-time faculty and staff are required to complete training in confidentiality, appropriate oversight and security measures for the student files. Training is completed for both internal policies and FERPA requirements.

Confidentiality/Privacy

The Family Educational Rights and Privacy Act (FERPA), requires that the University, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from a student's 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. A student wishing to allow certain parties to receive their student information is required to sign an Information Release Form (FERPA Form) which lists the specific parties the student would like the university to share their information with. This FERPA Form is securely stored in the university's student information systems (SIS).

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.

Data Protection, Back Up and Security Breaches

The University has an internal policy for data protection and back up. The Information Security Program Incident Response Policy includes procedures for responses to security breaches and security measures used by the institution that apply to the protection and backups of data.

An Incident Response Team (IRT) along with an Incident Response Plan (IRP) are required for any incidents that involve student records. The IRPs are reviewed annually. The University's IRT members establish processes and technical measures to triage incident events, distinguish an incident event from a declared incident, and ensure timely and thorough incident management, including data backup and recovery for cybersecurity breaches. Any security breach is to follow the university's Information Security Program Incident Response Policy procedures.

Storage of Student Files

Student records are typically maintained by the University for 5 years after a student graduates or withdraws, unless a programmatically accredited agency requires additional years. The criteria for the programmatic accreditor's storage requirements can be found on the university SharePoint drive. All programs, whether they hold a programmatic accreditation or not, are to permanently maintain enrollment agreements, financial aid records, transcripts, and grievances/conclusions.

Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 and over have access to their personal record files maintained by the University. Students have continuous access to their university files through the university student portal. Files include schedules, grades, financial aid records and enrollment documents. Transcripts are held with the Registrar's office and must be requested in accordance with the "Keiser University Transcripts" policy section in this manual.

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 by the student to the Dean's office. The request must be completed in writing through the student Keiser email account. 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.

[Pg. 111, Grading](#)

Delete the first paragraph and add:

Students are awarded letter grades for work undertaken at Keiser University. Academic work is evaluated and grades are assigned at the end of each term to indicate a student's level of

performance. Criteria upon which a student's performance is evaluated are distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, laboratory assignments, class projects and homework/outside assignments. The meaning of grade notations is as follows and is based on a 4.0 scale. See p. 352 for an exception for the Associate of Science in Nursing Program.

Pg. 134, Programs Offered at Each Location, Pembroke Pines

Under **Pembroke Pines**, add:

AS	Radiologic Technology
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Pg. 243, Program Descriptions, BS Imaging Sciences

Under **Program Outline**, under **General Education Requirements**, under **Computers**, delete:

CGS1000	Introduction to Computers	3.0 credit hours
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and add:

CGS1000C	Introduction to Computers	3.0 credit hours
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Pg. 352, Program Descriptions, AS Nursing

Under **Program Outline**, delete the first paragraph and add:

To receive an Associate of Science degree in Nursing, students must complete 72 credit hours as described below. The length of this program is approximately 25 months (this will vary if a student transfers in credits). Each course in the Nursing major is a prerequisite for a subsequent course and therefore must be completed with a letter grade of "C" with a minimum of 76% in order to proceed successfully through the program. For transcript purposes, students who earn 70.0-75.99% will earn a grade of CF which is explained by the transcript legend as Insufficient to Proceed and worth 2.0 grade points in the GPA calculation.

Pg. 354, Program Descriptions, AS Occupational Therapy Assistant

Under **Program Goals**, delete the existing content and add:

Program Goals based on Curriculum Threads:

Goal 1. Students will demonstrate professional behavior reflective of an ethical, competent entry-level OTA practitioner working under supervision of an OTR supervisor.

Goal 2. Students will demonstrate emerging clinical skills in treatment techniques, methodology and rationale for implementation, including clinical reasoning skills, as an entry-level professional joining the health care arena.

Goal 3. Students will demonstrate an academic foundation that clearly evidences occupational therapy's unique focus on daily living activities and interventions that promote engagement in occupations that support clients' participation within a social/cultural context.